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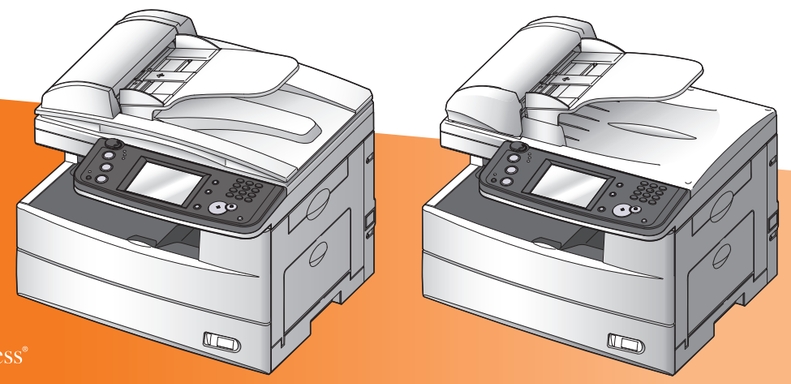
Muratec MFX-2050/MFX-1450/F-565/F-525 PC User's Guide

ENG

Muratec™

MFX-2050 / MFX-1450
F-565 / F-525

PC User's Guide



QuadAccess®

Preface

Thank you for purchasing the Muratec MFX-2050 / MFX-1450 / F-565 / F-525.
This manual describes the standard operating procedures of your machine.
Before using this machine, be sure to read the User's Guide thoroughly in order to ensure that you use the machine efficiently.
After you have gone through the manual, keep it handy for easy reference.

Note that some of the illustrations of the machine used in this manual may be different from what you actually see on your machine.

Manuals for your machine

The manuals for this machine are as follows:

Safety Information
Please read this book carefully before using the machine. It contains important information related to user safety and preventing equipment problems. Make sure you observe all of the precautions listed in this manual.

Installation Manual
This is the first documentation you should refer to for machine installation and set-up.

MFP User's Guide (This book)
This manual describes machine operation and maintenance.

PC User's Guide
Explains the network settings and how to access and manage the machine from your web browser if it has been connected to the network.

Quick Reference Guide
Explains the basic operations of the machine's major functions.

Printer and Scanner Driver Manual [PDF]
This manual explains the installation and operation of the print and scan drivers.
This PDF manual is included on the Driver CD supplied with your machine.

This manual and any updates to it can be found online at **www.muratec.com**
Go to the "Support" section of this site, then click on "Manuals" .

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How to read this manual

Symbols

In this manual, the following symbols are used with the items where important operational and safety information must be observed.

For safe operation, please carefully read the “Safety Information” supplied with this product.

⚠WARNING	Describes warnings to protect yourself and others from serious or potentially fatal injury if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
⚠CAUTION	Describes cautions to protect yourself and others from personal injury or damage to properties if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
IMPORTANT	Describes important conditions or restrictions you should carefully observe to avoid problems caused by incorrect operations.
NOTE	Describes reference information and additional notes for operations.

The following terms, symbols and abbreviations are used on this manual.

Document: Original(s) that you are copying, faxing or scanning.
Paper: Paper to be printed on.
Tx: Denotes sending.
Rx: Denotes receiving.
, : Shows the direction of the document.
, : Shows the direction of the paper.

Key descriptions

In this manual, the operating keys are described as follows:

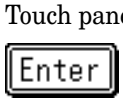
The key names on the control panel are shown in < >, and the key names on the touch panel are in [ ].

Keys on the control panel



→ Enclosed in < >, for example, <Setting>.

Touch panel keys

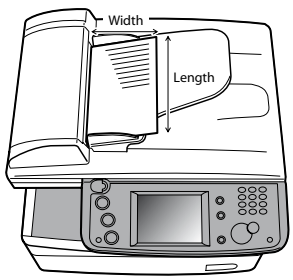


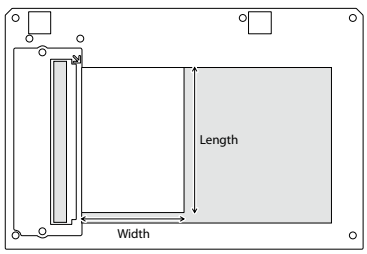
→ Enclosed in [ ], for example, [Enter].

About ⬜ and ⬜ symbol

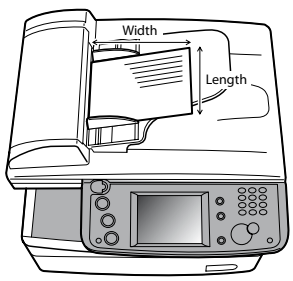
⬜ and ⬜ symbols indicate the direction of the document.

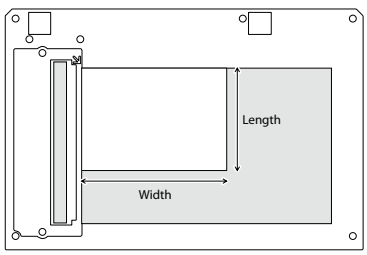
When the document has a length longer than its width, we use symbol ⬜.





When the document has a length shorter than its width, we use symbol ⬜.

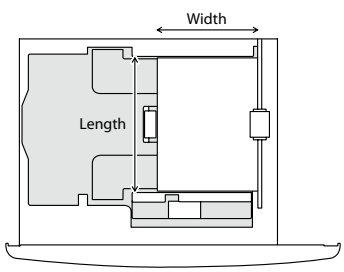




About ⬜ and ⬜ symbol

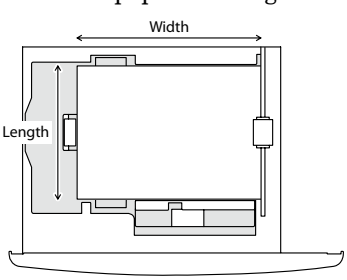
⬜ and ⬜ symbols indicate the direction of the paper.

When the paper has a length longer than its width, we use symbol ⬜ or no symbol.



(Paper loaded in the cassette)

When the paper has length shorter than its width, we use symbol ⬜.



(Paper loaded in the cassette)

Chapter 1

Getting Started

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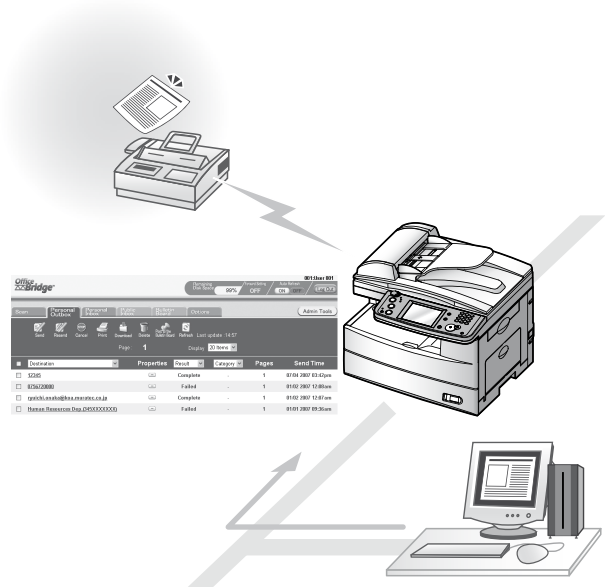
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Machine overview

Sending / Receiving faxes and e-mails

Using OfficeBridge, you not only can send a document from a PC application to a remote fax machine or e-mail location, but also read documents that have been routed to your PC. This process allows you to save time and reduce the paper consumption in your office.

See “Sending a PC fax” on page 2-5, and “PC fax transmission and reception” on page 2-13 for more information.

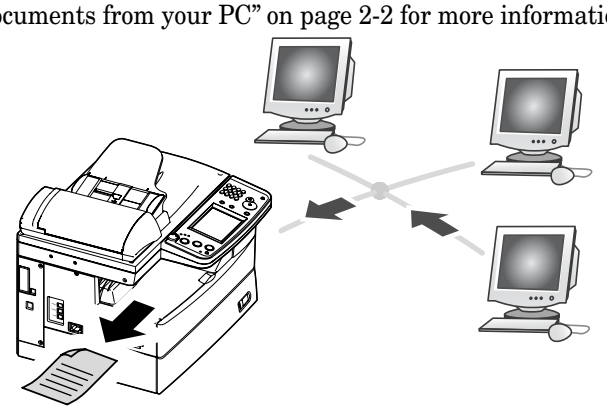


Network printing

“OfficeBridge” allows the machine to be used as a network printer.

By selecting the dedicated “Muratec OfficeBridge print driver”, you can use the machine to print high-resolution documents.

See “Printing documents from your PC” on page 2-2 for more information.

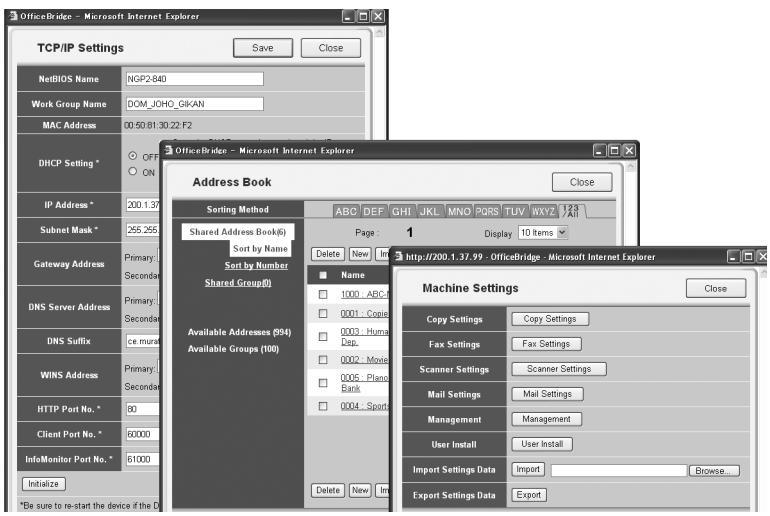


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Browser-based Machine Set-up / Customization

Using OfficeBridge, you do not need to be at the machine in order to register settings or check job status. The setup, checking / canceling the job, address book registration, and other settings like network or e-mail setup may be done from the web browser. You may also change the machine “Soft keys”, the functions located on the copy, fax and scan mode screens, to create a customized interface.

See Chapter 3 “Option Tools” and Chapter 4 “Admin Tools” for more information.



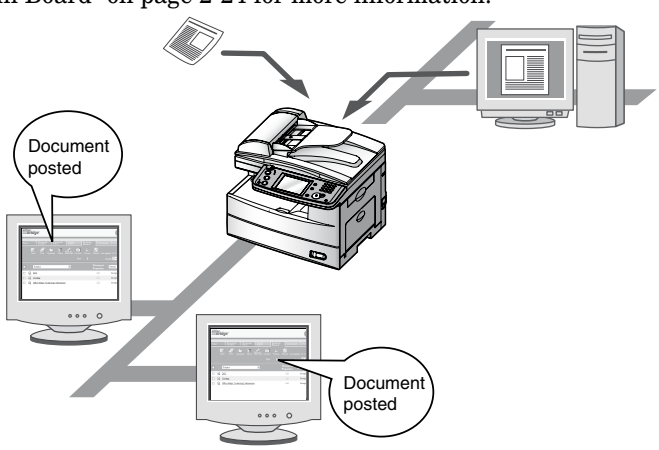
Bulletin board

“OfficeBridge” features a “Bulletin Board Document” list.

This document list serves as a central document posting area that any registered OfficeBridge user may view.

You can add personal Inbox documents, scanned documents, etc. to the “Bulletin Board Document” list and notify all users of the document posting. Also, a bulletin board viewing period can be set that determines how long the document will be posted for viewing.

See “Bulletin Board” on page 2-24 for more information.



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Connecting the LAN cable

In order to use the network features you must connect your machine to your LAN and adjust the appropriate settings.

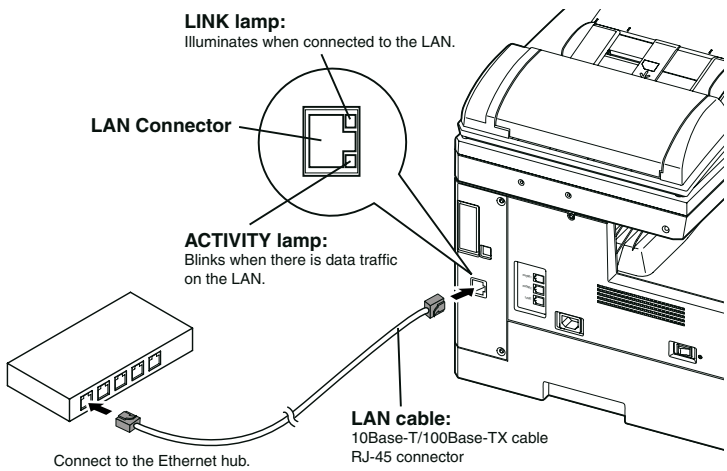
To connect the machine to your LAN, a 10BASE-T or 100BASE-TX LAN cable (Category 5) is required.

NOTE

The LAN cable is not included with this product.

1 Turn your machine off and unplug the power cord.

2 Plug one end of the LAN cable into the LAN connector on the left side of the machine.



3 Plug the other end of the LAN cable into the 10Base-T/100Base-TX Ethernet hub.

4 Plug the power cord into the wall outlet and turn your machine on.

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TCP/IP settings

This machine uses TCP/IP protocol to communicate over the LAN, meaning the TCP/IP settings described in this guide must be registered prior to using the machine on the LAN.

NOTE

For more information, see “Network settings” in Chapter 9, “Machine Settings” in the *MFP User’s Guide*.

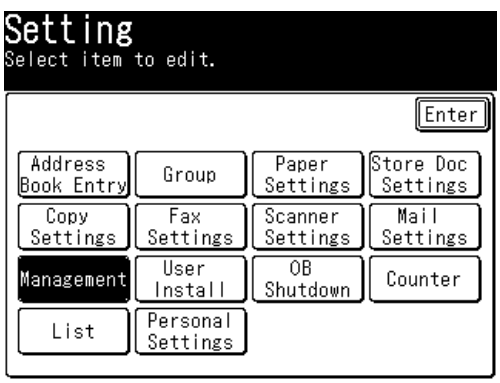
IMPORTANT

In order to activate new settings, the machine must be rebooted after new settings have been entered. To reboot the machine, press [OB Shutdown] and turn the machine “Off” and after three or more seconds, turn the machine back “On”.

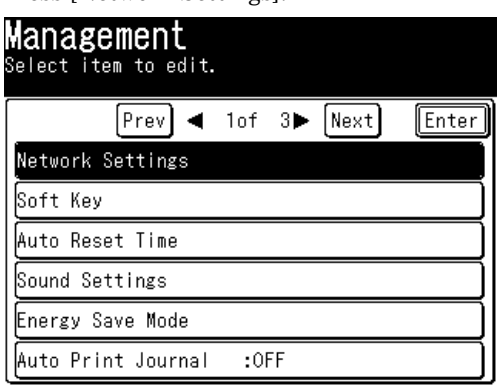
Opening the TCP/IP setting menu display

1 Press <Setting> on the control panel.

2 Press [Management].



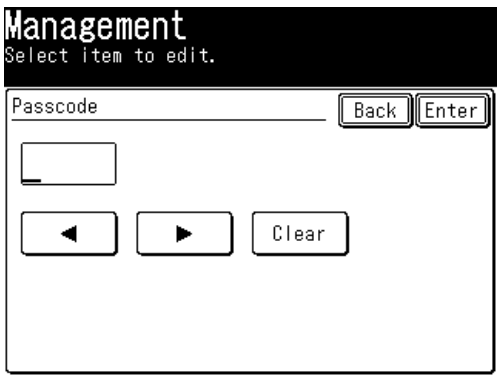
3 Press [Network Settings].



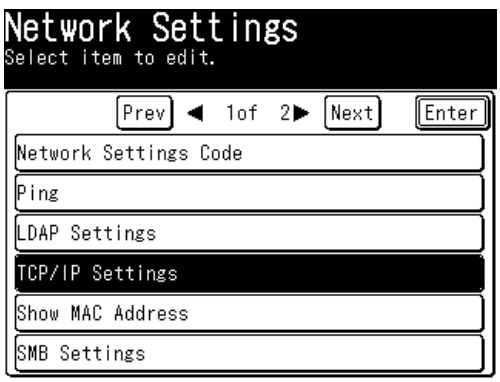
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NOTE

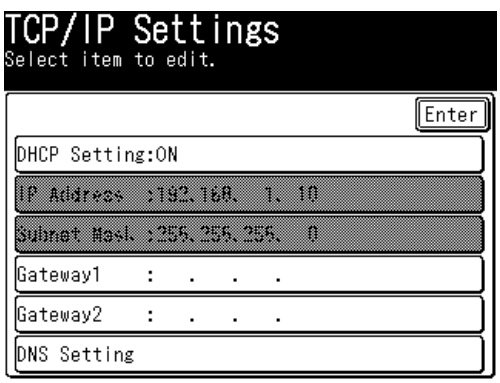
If the network settings code (see “Network Setting Codes” on page 4-57) has been set, you must enter the proper four-digit passcode using the numeric keys and press [Enter].



4 Press [TCP/IP Settings].



5 The TCP/IP setting menu appears.



6 Register these settings. (See pages 1-7 to 1-9.)

7 After you have registered the network settings, please reboot the machine. To reboot the machine, press [OB Shutdown] and turn the machine “Off” and after three or more seconds, turn the machine back “On”.

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DHCP setting

If a DHCP (Dynamic Host Configuration Protocol) server is installed on your network, the machine will automatically be assigned an IP address and Subnet Mask the first time the machine is turned on. According to the DHCP server setting, a Gateway address and DNS server address may be assigned as well.

IMPORTANT

- Once the DHCP server has assigned the IP address to your machine, that IP address MUST be reserved within the specific DHCP scope. Failure to do so could result in failed operation when the IP address lease expires.
- After an IP address is assigned to your machine, please turn the DHCP server setting to "OFF". (Press <Setting>, [Management], [Network Settings], [TCP/IP Settings], [DHCP Setting], and then [OFF] and [Enter].)

NOTE

- You can view the assigned addresses on the TCP/IP setting menu display.
- The IP address and Subnet Mask assigned from the DHCP server cannot be modified.
- A "Gateway Address" and "DNS server address" will not be assigned, if the primary and secondary address have already been registered.
- If you are not utilizing a DHCP server, please turn DHCP to "OFF" and manually assign the IP address and Subnet Mask. See pages 1-8 and 1-9 for operational instructions.

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IP Address

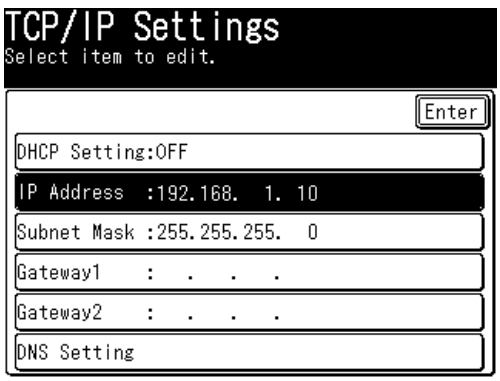
Assigning an IP address to your machine enables network communication and machine access via your web browser.

NOTE

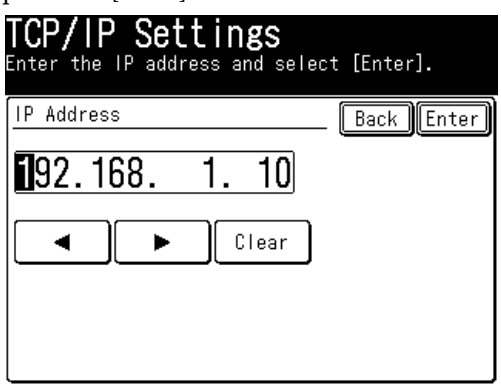
If your server is DHCP compliant, the IP address will be assigned automatically and it cannot be edited. If the DHCP server is not installed on your network, you can assign an IP address manually as described below.

To assign an IP address manually:

1. Open the TCP/IP setting menu display. (see page 1-5)
2. Press [DHCP Setting], then press [OFF] and [Enter].
3. Press [IP Address].



4. Enter the appropriate IP address using the numeric keys.
   Press the arrow keys to navigate the IP address fields. To delete a number, press the [Clear] button.



5. Press [Enter]. The display returns to the TCP/IP setting menu.
   You may configure additional settings.
   To return to the Standby mode, press [Reset].
6. After you have registered the network settings, please reboot the machine. To reboot the machine, press [OB Shutdown] and turn the machine “Off” and after three or more seconds, turn the machine back “On”.

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Subnet Mask

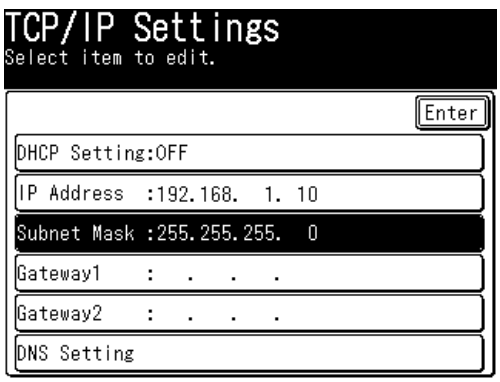
The Subnet Mask specifies the IP address range of the subnet.

NOTE

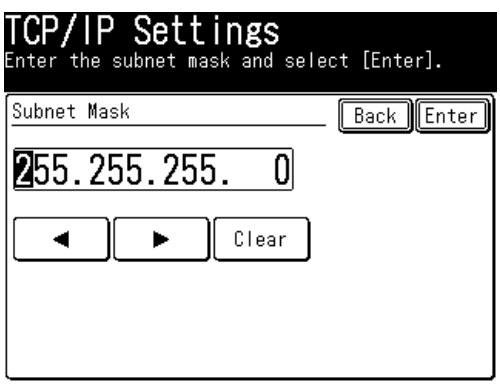
If your server is DHCP compliant, the subnet mask will be assigned automatically and it cannot be edited. If the DHCP server is not installed on your network, you can assign a Subnet mask manually as described below.

To assign a Subnet mask manually:

1. Open the TCP/IP setting menu display. (see page 1-5)
2. Press [DHCP Setting], then press [OFF] and [Enter].
3. Press [Subnet Mask].



4. Enter the appropriate IP address of the subnet mask using the numeric keys. Press the arrow keys to navigate the IP address fields. Press the [Clear] to delete a number.



5. Press [Enter]. The display returns to the TCP/IP setting menu.
   You may configure additional settings.
   To return to the Standby mode, press [Reset].
6. After you have registered the network settings, please reboot the machine. To reboot the machine, press [OB Shutdown] and turn the machine “Off” and after three or more seconds, turn the machine back “On”.

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Installing OfficeBridge on your PC

After you have configured the machine for TCP/IP setup, you are ready to install the OfficeBridge programs.

To take full advantage of the features of OfficeBridge, install the OfficeBridge drivers and utility programs contained in the “Installation Disk” CD that shipped with the machine.

These programs are separated into utility programs and drivers.

<Drivers>

- **“Muratec Print Driver”**

  This driver is required to use your machine to print documents created using application software .

- **“Muratec Fax Driver”**

  This driver is required to use OfficeBridge to directly fax documents created from PC applications.

- **“Muratec OB TWAIN Connector”**

  This program is used to read images imported using the OfficeBridge scanner utility into a graphical image editing application.

  For more on how to use the “Muratec OB TWAIN Connector,” see “Network scanning” on page 2-30.

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<Utility Programs>

- **"Muratec OB InfoMonitor"**

  This program alerts users when new documents arrive.

  It can also be configured to send alerts for not only new documents but also the result status of sending and printing.

  For more on how to use this function, see "Muratec OB InfoMonitor" on page 5-3.

- **"Muratec OB Document Download Manager"**

  This utility program automatically downloads received documents. You can specify the type of document, where to download it, at what time to download it and the appropriate file format.

  For more on how to use this function, see "Muratec OB Document Download Manager" on page 5-8.

- **"Muratec OB CoverPage Editor"**

  This program is used to customize cover pages for transmissions.

  Recipient information (company name, department, personal name, etc.) is automatically inserted, so you do not need to create cover pages for each user.

  For more on how to use this function, see "Muratec OB CoverPage Editor" on page 5-21.

- **"Muratec OB Scan to Print Monitor"**

  This utility program is used to register the printer(s) or setting the save destination (shared folder) for the document copy when the scan to printer function (scan the color document in the machine and print it in other printer) is used.

  For more details on how to use this function, see "Muratec OB Scan to Print Monitor" on page 5-17, and "Scan to Printer" in Chapter 6 "Scanning" in the *MFP User's Guide*.

- **"Muratec OB TiffMaker"**

  This driver converts documents created in PC applications into TIFF image files. Converted image files can then be sent as file attachments.

  For more on how to use this function, see "Muratec OB TiffMaker" on page 5-27.

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System requirements

Item	Requirements
PC Type	IBM's PC-AT compatible machine loaded with one of the following operating systems.
Operating System	• Windows Vista Ultimate • Windows Vista Ultimate 64-bit edition • Windows Vista Enterprise • Windows Vista Enterprise 64-bit edition • Windows Vista Business • Windows Vista Business 64-bit edition • Windows Vista Home Premium • Windows Vista Home Premium 64-bit edition • Windows Vista Home Basic • Windows Vista Home Basic 64-bit edition • Windows Server 2003 • Windows XP Professional • Windows XP Professional x64 Edition • Windows XP Home Edition • Windows 2000 Professional • Windows NT 4.0 Workstation (SP6 or later) • Windows Me • Windows 98 * Only English version Operating Systems are guaranteed. * Operation with Windows 98/Me upgraded from Windows 95/3.1 cannot be guaranteed. * Not compatible with command prompt of MS-DOS and Windows and DOS prompt. * Windows Server 2003 is for PC printing only. * Scan to Print Monitor does not support Windows Me and Windows 98.
CPU and Memory	Depends on the operating system
Interface port	Ethernet 10 Base-T, 100 Base-TX
Network Protocols	TCP/IP on Windows LPD(LPR) on Windows NT 4.0 / 2000/ Server 2003 / XP / Vista Port 9100 on Windows 2000/ Server 2003 / XP / Vista
CD-ROM	CD-ROM drive

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Installing the driver

NOTE

- To install the local print driver on your PC, see the “Printer and Scanner Driver Manual” on CD.
- Install utility programs or drivers on each computer.
- Before installing, scan for viruses and close any running applications. Failing to do so may interfere with proper installation.
- Windows 2000, Windows XP, Windows NT 4.0 and Windows server 2003 requires that you have administrative access to install drivers and utility programs on your computer.
- This example uses the F-565, however the instructions given will apply to all models.

1 Insert the “Installation Disk” CD into the CD-ROM drive on your computer.

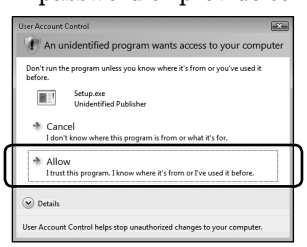
NOTE

For Windows Vista users:

(1) If the “AutoPlay” dialog box appears, click [Run Setup.exe].



(2) When the “User Account Control” dialog box appears, enter an administrator password or provide confirmation.

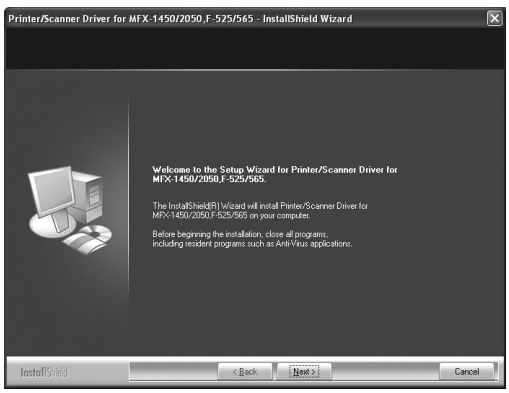




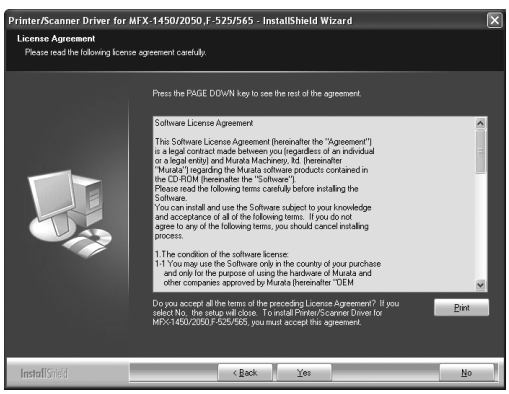
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2 Click [Next].

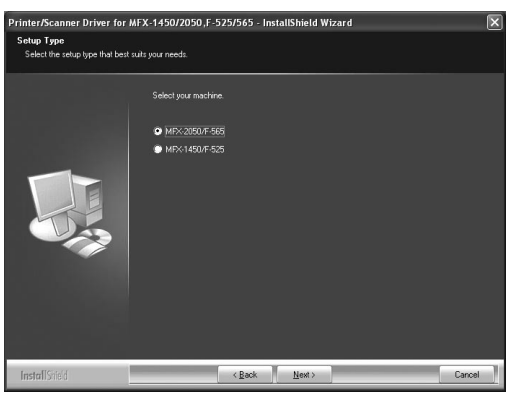
If the CD does not auto-run, use Windows Explorer to run the Setup.exe program from the root directory of the CD.



3 After carefully reading the “License Agreement”, click [Yes] if you agree.

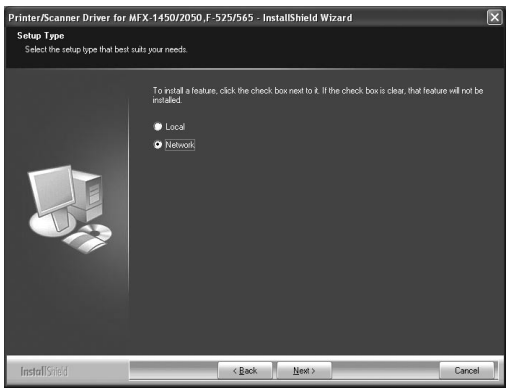


4 Select your machine, then click [Next].



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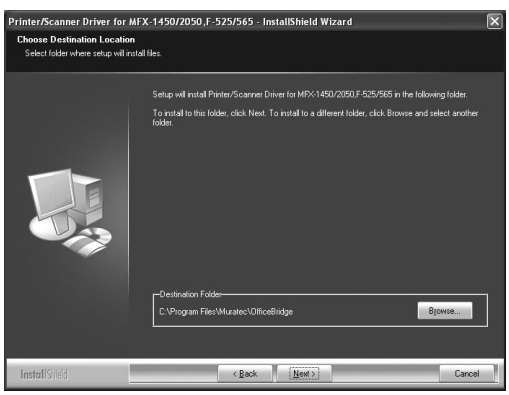
5 Select “Network” and click [Next].



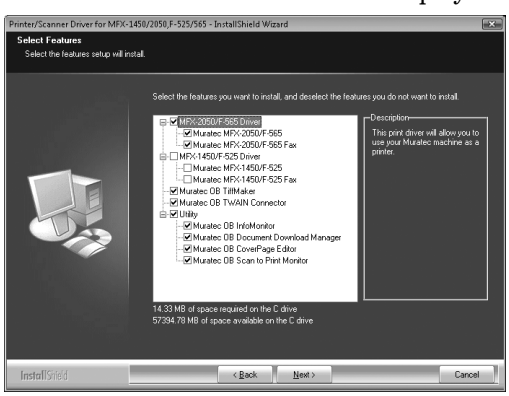
NOTE

To install the local print driver on your PC, see the “Printer and Scanner Driver Manual” on CD.

6 Click [Next].
If you want to install the driver into another location, click [Browse] and located the preferred file location.



7 Select the utilities and drivers you want to install. If you press the plus button, all the utilities and drivers will be displayed.



If you do not want to install a particular program, simply uncheck the corresponding checkbox.

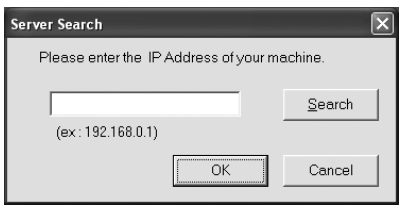
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8 When you have finished selecting programs, click [Next].

9 Click [OK].



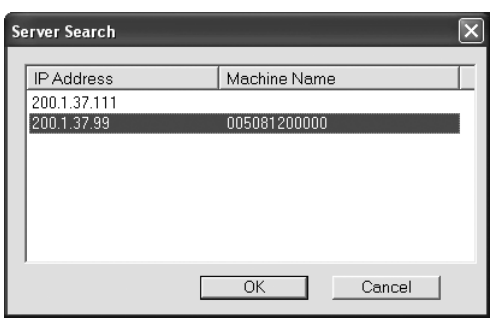
10 When the "Server Search" dialog appears, enter the IP address of the machine.



NOTE

Even if you do not know the machine's IP address, you can find it by following these steps.

(1) Click [Search].
The setup program will search for the IP address of the devices on the network. After a few moments, any Muratec machines on the network will be displayed.



In Windows Vista and Windows XP Service Pack 2, "Windows Security Alert" dialog will appear when clicking [Search]. In this case, click [Unblock] to continue searching.



(Windows Vista)



(Windows XP SP2)

(2) Select an IP address, then click [OK].

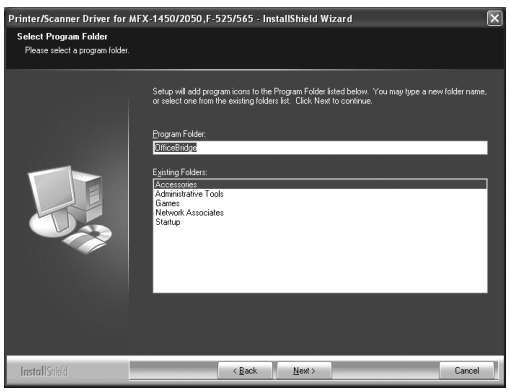
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11 After entering the IP address, click [OK].

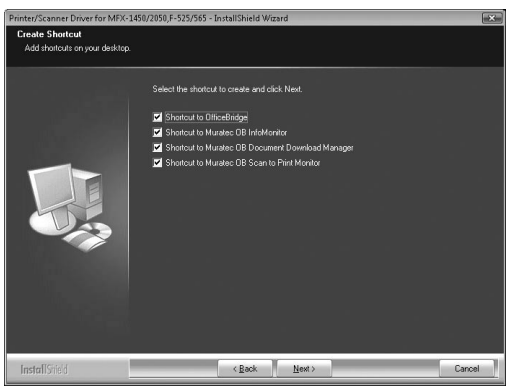
12 Specify which program folder you want to use when launching programs from the “Start” menu.

To specify another folder, enter the folder name in the “Program Folder” box. To use a pre-existing program folder, select it from the “Existing Folders:” list.

Then click [Next.]



13 Select which program shortcuts you want to create on your computer’s desktop.

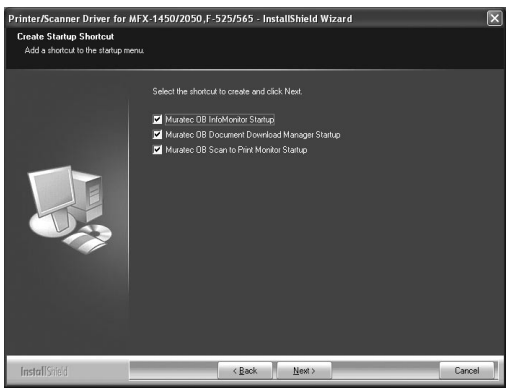


If you do not want to create a particular shortcut, simply uncheck the corresponding checkbox.

14 Click [Next].

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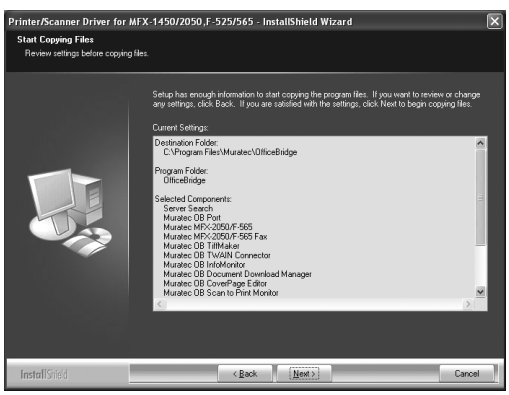
15 Select which programs to add to the Startup group.
When programs are added to the startup group, they will be launched automatically when the computer is turned on.



If you do not want to install a particular shortcut, simply uncheck the corresponding checkbox.

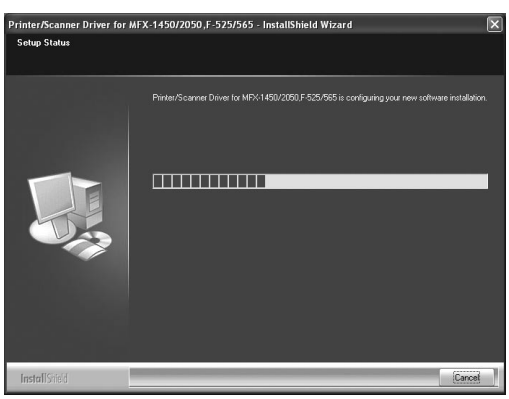
16 Click [Next].

17 The settings that were previously entered will be displayed.



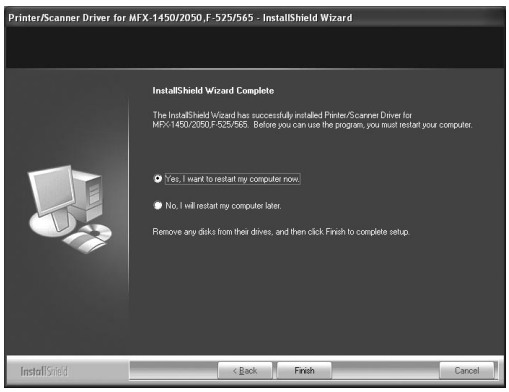
If you would like to change any of these, click [Back] to go back and modify the previous settings.

18 Click [Next].



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19 When installation is complete, the completion wizard will appear.



20 Select "Yes, I want to restart my computer now." and click [Finish].

21 See Chapter 5 "Using the Utility Programs" to set up the utility programs.

For Windows Vista, Windows XP SP2 and Windows Server 2003 users

On Windows Vista, Windows XP Service Pack 2 or Windows Server 2003, the "Windows Security Alert" dialog will be displayed when programs such as InfoMonitor and Scan to Print Monitor or drivers such as TWAIN Connector initially start.



(Windows Vista)



(Windows XP SP2)

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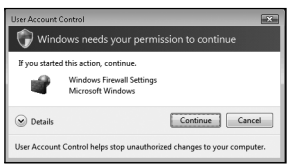
In this case, click [Unblock]

Windows Firewall will block the communication between drivers and programs and any external devices, such as the InfoMonitor or the TWAIN connector. Therefore, you need to release the Firewall communication block when using these programs and/or drivers.

NOTE

For Windows Vista users:

When the "User Account Control" dialog box appears, type an administrator password or provide confirmation.



(When you log in as an administrator)



(When you log in as a standard user)

If you select an option other than [Unblock] by mistake:

For Windows Vista

1. Click [Control Panel] from the [Start] menu.
   The "Control Panel" screen appears.
2. Click "Allow a program through Windows Firewall" under "Security".
3. If you are not an authorized user, the "User Account Control" dialog box appears.
   Enter the administrator password.
   If you are an administrator, skip to step 4.
4. The "Exceptions" in "Windows Firewall Settings" dialog appears.

   The list of programs or drivers appears. Windows Firewall will be blocking communications for the programs or drivers that have unchecked boxes.
5. Select the check boxes for programs you wish to unblock.
6. Click [OK].

For Windows XP / Windows Server 2003

1. Click [Control Panel] from the [Start] menu.
   The "Control Panel" screen appears.
2. Click [Windows Firewall].
   The "Windows Firewall" dialog appears.
3. Click the [Exceptions] tab.

   The list of programs or drivers appears. Windows Firewall will be blocking communications for the programs or drivers that have unchecked boxes.
4. Select the check boxes for programs you wish to unblock.
5. Click [OK].

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Chapter 2

Using OfficeBridge

Printing documents from your PC 2-2
- Installing the driver 2-2
- Printing a document 2-2
- Security Printing 2-3

Sending a PC fax 2-5
- Installing the driver 2-5
- Sending a PC fax 2-5

Using OfficeBridge functions 2-8
- OfficeBridge overview 2-8
- OfficeBridge login / logout 2-11
- PC fax transmission and reception 2-13
- Bulletin board 2-24
- Printing documents from an OfficeBridge list 2-29
- Network Scanning 2-30
- Using Temporary Storage 2-35

Printing documents from your PC

Installing the driver

In order to use your machine as a network printer, you should have the applicable print driver installed on your PC. The driver is located on the CD supplied with your machine. See “Installing OfficeBridge on your PC” on page 1-10 for installation instructions.

The CD also contains a printer manual. Please refer to it, to configure your print driver.

Printing a document

After the OfficeBridge driver is installed on your PC, you can printout documents from virtually any PC application.

The following steps describe the typical process when printing documents out of Windows-based applications. The exact process may vary depending on the application you are using.

1. Verify that your machine is properly connected to the computer, the power has been turned on and the cassette is full of paper.
2. Verify that you have installed the print driver on your computer.
3. Start the desired application program and create/open a document.
4. Click [Print] or [Print Setup] from the File menu.

   Make sure that “Muratec MFX-2050/F-565” or “Muratec MFX-1450/F-525” is selected as the printer.

   If you want to make any adjustments, click [Printing Preferences]. For details, refer to the printer manual on the CD supplied with your machine.
5. Click [OK] or [Print] to start the print job.

NOTE

For more information on printing, refer to the “Printer and Scanner Manual” on the CD supplied with your machine.

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Security Printing

Using this function, documents will not be printed until you press the [Print] key on the machine. This feature allows users to restrict document access to authorized users only.

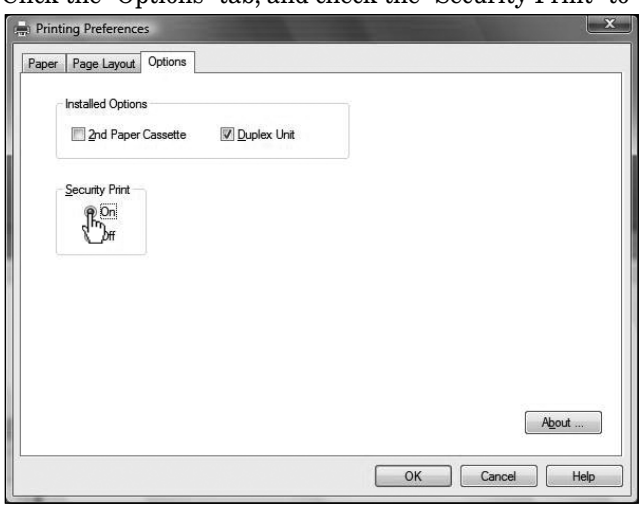
NOTE

In order to use security printing, you must be a registered OfficeBridge user. Contact your System Administrator, if necessary.

The following steps describe the typical process when printing documents out of Windows-based applications. The exact process may vary depending on the application you are using.

1. Verify that your machine is properly connected to the computer, the power has been turned on and the cassette is full of paper.
2. Verify that you have installed the print driver on your computer.
3. Start the desired application program and create/open a document.
4. Click [Print] or [Print Setup] from the File menu.

   Make sure that "Muratec MFX-2050/F-565" or "Muratec MFX-1450/F-525" is selected as the printer.
5. Click [Properties] or [Setup] to open the printer property.
6. Click the "Options" tab, and check the "Security Print" to "On".

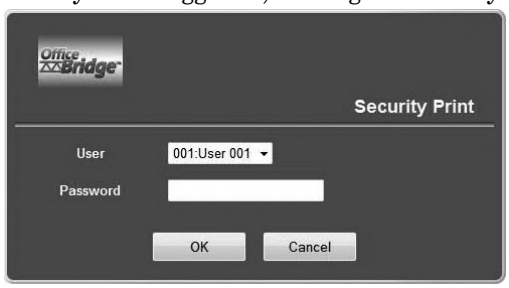


7. Click [OK].

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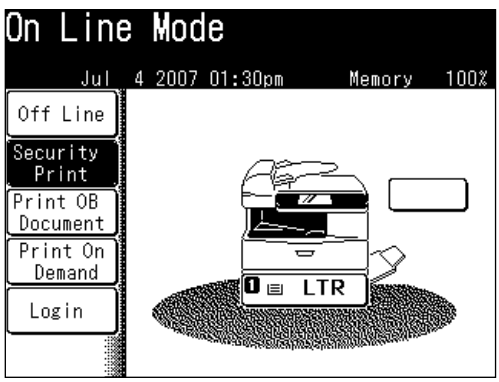
8 Click [OK] or [Print] to start the print job.

When you are not logged in, the "Security Print" dialog will appear.
When you are logged in, a dialog to confirm your user name will appear.

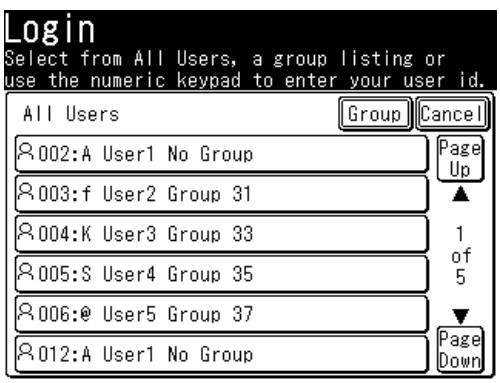


9 Select your user name and enter your password, and click [OK].
When you are already logged in, confirm your user name and click [OK].

10 Go to the machine, and press <PRINTER>, and then [Security Print] on the control panel.



11 Select your User name and login to OfficeBridge.



12 Press [Print].

NOTE

For more information how to operate this function on the machine, see "Security printing" in Chapter 7, "Printer functions" in the *MFP User's Guide*.

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Sending a PC fax

You can send a document from a PC application to a remote fax machine or e-mail location. This process allows you to save time and reduce the paper consumption in your office.

Installing the driver

In order to perform a PC fax, you should have the applicable fax driver installed on your PC. The driver is located on the CD supplied with your machine. See "Installing OfficeBridge on your PC" on page 1-10 for installation instructions.

Sending a PC fax

After the OfficeBridge driver is installed on your PC, you can send a document directly from your PC to a remote fax machine or e-mail inbox.

The following steps provide the basic procedure for sending a PC fax.

1. Verify that your machine is properly connected to the computer and the power has been turned on.
2. Verify that you have installed the fax driver on your computer.
3. Start the desired application program and create/open a document.
4. Click [Print] from the File menu.

   Make sure that "Muratec MFX-2050/F-565 Fax" or "Muratec MFX-1450/F-525 Fax" is selected as the printer.

   If you want to make any adjustments, click [Properties]. For details, see "Paper Preferences" on page 2-6.
5. Click [Print].

   The "Document Operation" dialog will appear.
6. When you are not logged in to OfficeBridge, select your user name and enter your password, and click [Send].
   When you are logged in to OfficeBridge, click [Send].

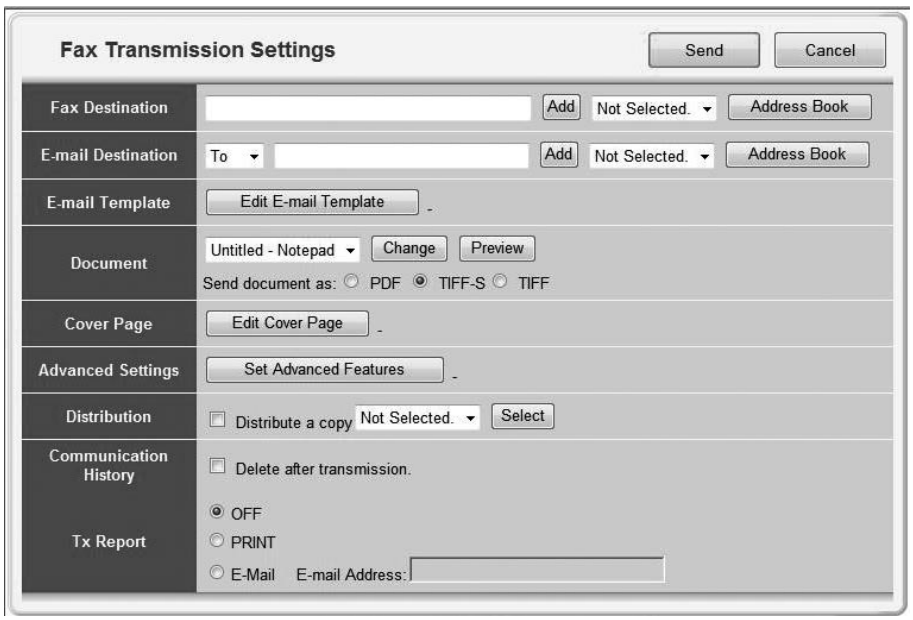


NOTE

You can also store the document in temporary storage and send it at a later time. In this case, select "Temporary Storage". See page 2-35 for instructions on sending a document from temporary storage.

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The "Fax Transmission Settings" dialog will appear.



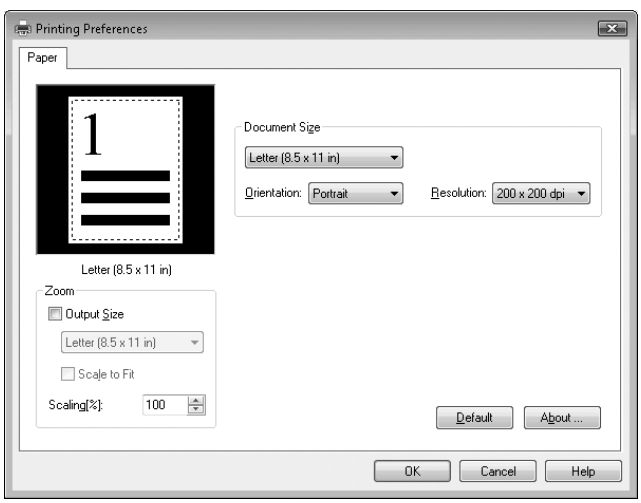
7 Specify the destination(s) and adjust any settings.
- To enter destinations, see "Entering destinations" on page 2-14.
- To adjust settings, see "Setting transmission functions" on page 2-20.

8 Click [Send].

9 Click [OK] to display the Outbox. To close the window, click [Cancel].

Paper Preferences

When you click [Preferences] the following screen appears. This setting is for the paper destination and printing.



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[OK]

Click this button to exit the "Properties" dialog box and apply all settings you adjusted.

[Cancel]

Click this button to exit the "Properties" dialog box without applying any changes.

[Help]

Click this button to display the help window.

[Default]

Click this button to restore all of the settings on the currently displayed tab to their initial defaults.

❑ Zoom

You can zoom (enlarge and reduce) data two ways.

Output Size

Choose this option to scale your print job to the selected paper size regardless of the original document size. If you want your document to be fitted to the selected paper size, check on the "Scale to fit".

NOTE

When "Scaling" is set for other than 100%, or the same paper size as "Paper size" is selected, "Scale to fit" is not available.

Scaling(%)

You can enlarge or reduce the document in 1% increments, from 25% to 400%.

NOTE

"Scaling (%)" is not available when "Output Size" is selected.

❑ Paper Size

Select the paper size from the drop down list, which shows the paper sizes supported in the print driver's current setting.

Orientation

Portrait orients the print vertically. Landscape orients the print horizontally.

Resolution

Select either "600 × 600 dpi", "400 × 400 dpi" or "200 × 200 dpi" as the printing resolution.

NOTE

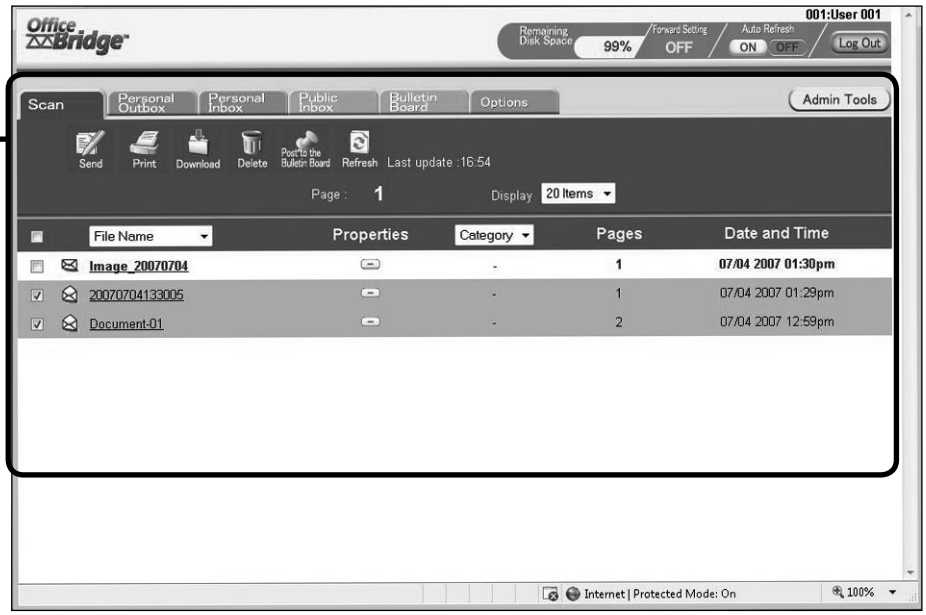
"600 × 600 dpi" provides better quality, but it also takes longer to print at this setting than at "400 × 400 dpi" or "200 × 200 dpi".

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Using OfficeBridge functions

OfficeBridge overview

Screens



Screens

Scan

The images scanned from the machine using “Scan to user” will arrive here.

Personal Outbox

The images you have sent using OfficeBridge will be listed here.

Personal Inbox

The forwarded or distributed files to the user will be listed here.

Public Inbox

The forwarded files will be listed here.

To forward files to the Public Inbox, see “Received Fax Forwarding” on page 4-24.

Bulletin Board

The files that are posted to the bulletin board are listed here.

See “Bulletin Board” from page 2-24 for instructions on using this function.

Options

This screen contains OfficeBridge settings and functions that can be customized per user.

See Chapter 3 “Using the Option Tools” for details.

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Status

Buttons



Status

Items	Descriptions
User Name	The user who is currently logged in will be displayed.
Remaining Disk Space	This displays the amount of free memory remaining within OfficeBridge. If there is not enough memory, you may not be able to scan documents with large contents or receive documents.
Forward Setting	This shows the status of the forward settings for your Personal Inbox. To set up or change the forward setting, see "Forwarding Settings" on page 3-12.
Auto Refresh	Select whether to make the Auto Refresh function active or not. The selected status will be highlighted. If [ON] is selected, it will be automatically refreshed every five minutes. If [OFF] is selected, click [Refresh] to see the latest information.
[Log Out]	Select this button to log out of OfficeBridge.

Buttons

Buttons	Descriptions
Admin Tools [Admin Tools]	To log in to the "Admin Tools", click this button. See Chapter 4 "Using the Admin Tools" for instructions on setting up users, address books, network settings and the various other functions of OfficeBridge.

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Buttons	Descriptions
 [Send]	Selecting a file and clicking this button will send the selected file to other fax numbers, e-mail addresses or OfficeBridge users. See “Sending document from an OfficeBridge list” on page 2-13 for details.
 [Print]	Selecting a file and clicking this button will print the selected file. See “Printing documents from an OfficeBridge list” on page 2-29 for details.
 [Download]	Selecting a file and clicking this button will download the selected file to your PC. The file will be downloaded in the specified format, which you can specify in “Initial Settings”. See “Download scanned image from an OfficeBridge list” on page 2-30 for details.
 [Delete]	Selecting a file and clicking this button will delete the selected file.
 [Post to the Bulletin Board]	Selecting a file and clicking this button will post the selected file to the bulletin board. See “Bulletin Board” on page 2-24 for details.
 [Refresh]	Clicking this button refreshes the screen.
 [Resend]	(This button is only in the “Personal Outbox” tab) Selecting a file and clicking this button will send the file again. See “Resending documents” on page 2-22 for details.
 [Cancel]	(This button is only in the “Personal Outbox” tab) Selecting a file and clicking this button will cancel the transmission.
 [Forward]	(This button is only in the “Personal Inbox” and “Public Inbox” tab) Selecting a file and clicking this button will forward the selected file to other OfficeBridge users. See “Forwarding received documents” on page 2-22 for details.

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OfficeBridge login / logout

NOTE

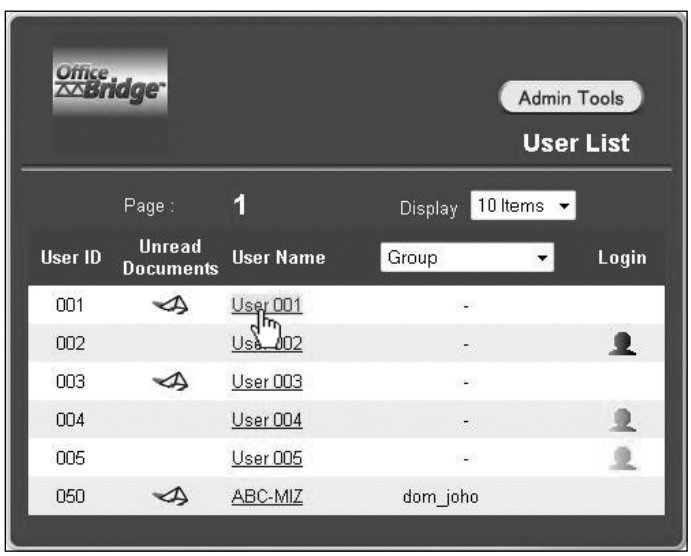
In order to gain OfficeBridge access, you must be a registered OfficeBridge user. Contact your System Administrator if necessary.

Logging in to OfficeBridge

1 Enter your machine's IP address into the URL address field on your browser (for example, http://192.168.1.10/).
– or –
If you created the "OfficeBridge" shortcut on your desktop during installation, click it.



2 Select your **user name.**

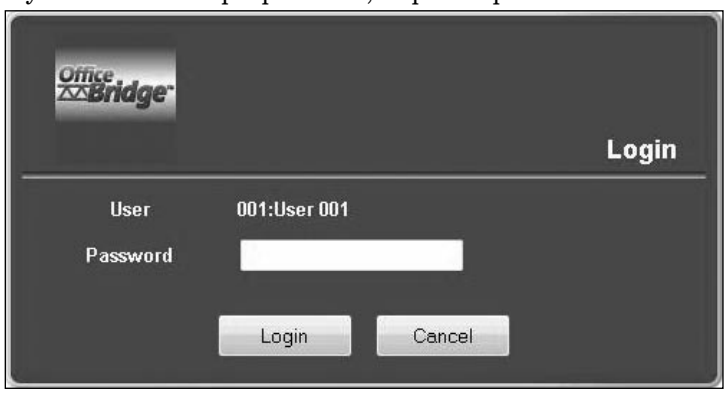


Items	Descriptions
Page	The large number is the page currently being displayed. The underlined numbers indicate pages that can be displayed.
Display	Sets the number of addresses to be displayed (10, 20, or all).
User Name	Displays the user names of the users.
Unread Documents	The letter icon indicates that there are unread files.
User Name	Select the user you wish to log in.
Group	Select the group you wish to log in. It will make it easier to find your user name. Select the list button to filter the groups.
Login	Icons are used to show which users are currently logged in. Select your "Login Icon" in "User Set-up". See page 3-3 for more information.

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3 Enter your password.

If you have not setup a password, skip to step 4.



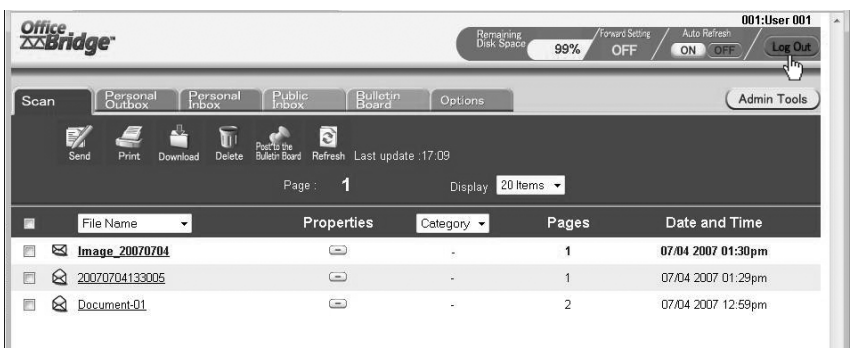
4 Click “Login”.

NOTE

The list containing an unread document will be displayed. When all the documents are read, the list you set as “Default Setting” in “User Set-up” will be displayed. (see page 3-3)

Logging out of OfficeBridge

1 Press [Log Out].



NOTE

Simply closing the window does not mean that you have logged out of OfficeBridge. Perform the log out operation.

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PC fax transmission and reception

Here we explain how to send or forward documents from the OfficeBridge list.

When you set up the “Forward Settings” or “Received Fax Forwarding”, you can receive faxes and e-mails in the Public Inbox or in a Personal Inbox.

Sending documents from an OfficeBridge list

1 Start OfficeBridge and log in. (See page 2-11)

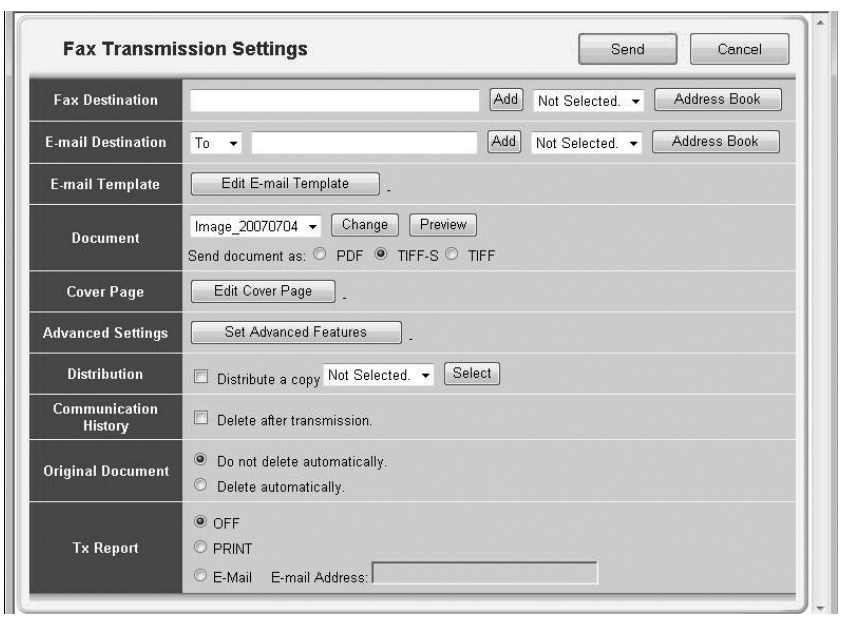
2 Select the file you want to send by checking the box next to the file.

When you are going to send a file from Temporary Storage or send only a cover page, do not make a selection. See “Setting transmission functions” on page 2-20 how to send them.

3 Click [Send].



The “Fax Transmission Settings” dialog will appear.



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4 Specify the destinations.
- To enter them directly, see below.
- To select them from the Address Book, see page 2-15.
- To locate them using an LDAP search, see page 2-17.

5 Adjust any settings.
- To adjust settings, see “Setting transmission functions” on page 2-20.

6 Click [Send].

To review or cancel the selected documents, see “Reviewing or canceling destinations” on page 2-19.

NOTE

When you have installed and set up the “Muratec OB InfoMonitor” on your PC, you can be notified of the transmission status automatically. See page 5-3, how to set it up.

Entering destinations

Entering the destinations directly



1 Enter the fax number in the “Fax Destination” box.

2 Click [Add].

3 Repeat steps 1 and 2 until you have entered all of the fax destinations.

4 Enter the e-mail address in the “E-mail Destination” box.

5 Click [Add].

6 Repeat steps 4 and 5 until you have entered all of the destinations.

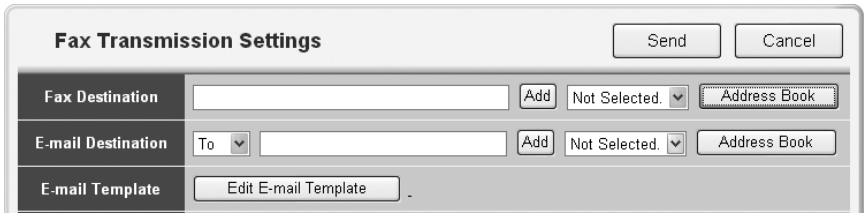
You may change the recipient status to “To” to “Cc” or “Bcc” from the drop-down list.

7 To review the entered destinations, click the drop-down list to the right of the [Add] button.

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Entering the destinations using the Address Book

1 Click [Address book] either in “Fax Destination” or in “E-mail Destination”.



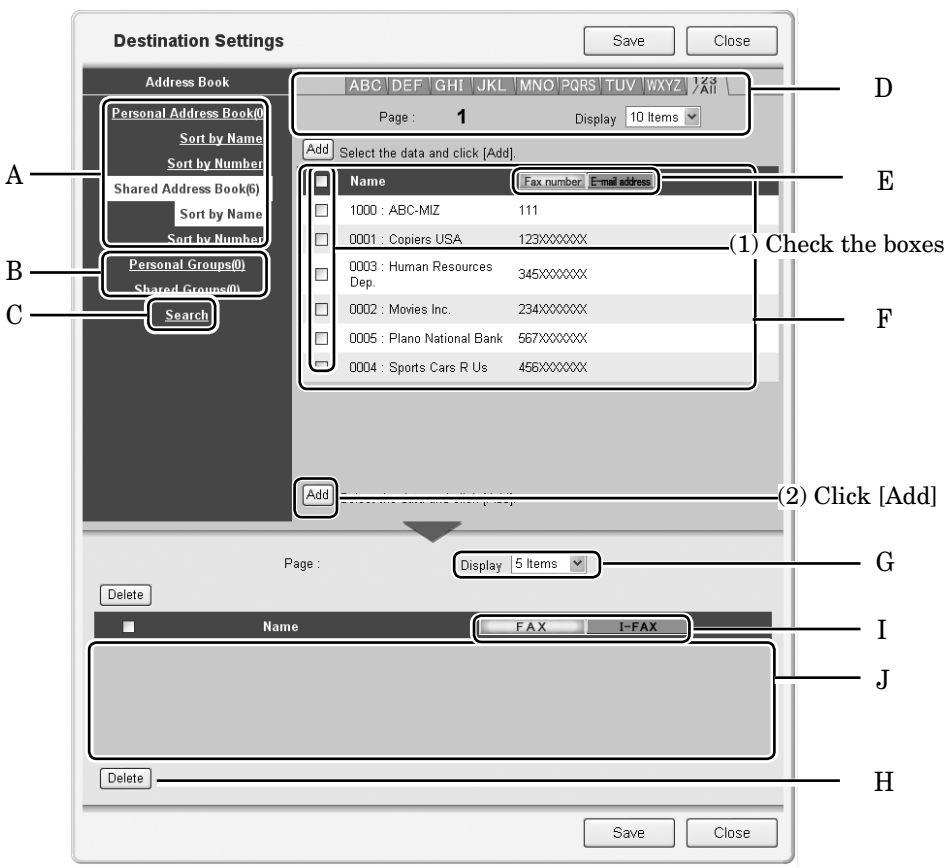
NOTE

Destinations must be registered in advance. For details on registering or editing destinations, see “Address Book” on pages 3-5 to 3-11.

2 Select the desired destinations.

Check the boxes next to the names and click [Add]. Refer to the reference table for information on these various tabs.

When you check the box next to “Name”, all the displayed destinations will be selected.



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	Descriptions
A	Click “Personal Address Book (XX)” or “Shared Address Book (XX)” to display the registered addresses. The numbers in parenthesis indicate how many addresses have been registered. • Sort by Name The registered addresses are displayed in alphabetical order. • Sort by Number The registered addresses are displayed in the address book number order.
B	Click “Personal Groups (XX)” “Shared Groups (XX)” to display the registered groups. The numbers in parenthesis indicate how many groups have been registered.
C	Click “Search” to search for a contact located on an LDAP server. See “Searching for a destination” on pages 2-17 and 2-18 how to use it.
D	•Index tab The addresses are categorized to the corresponding tab with the first letter of the registered name. When the [123/All] tab is clicked, all the addresses will be displayed. •Page Proceeds to the next page of the address book. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed. •Display Sets the number of addresses to be displayed (10, 20, or all).
E	Click [Fax number] or [E-mail address] to switch over the address book.
F	The registered addresses will be listed in this area. When you select “E-mail address”, a pull-down menu will appear next to the address. This pull-down menu allows you to select To, Cc or Bcc.
G	Sets the number of selected addresses to be displayed (5, 10, or all).
H	Check the box next to “Name” and click “Delete” to remove the destination from the transmission.
I	Click [FAX] or [I-FAX] to confirm the selected destinations.
J	The entered and selected addresses will be listed in this area. To confirm the destinations, switch to [FAX] and [I-FAX].

3 Click [Save] to close the address book with the selected destinations ready for transmission.

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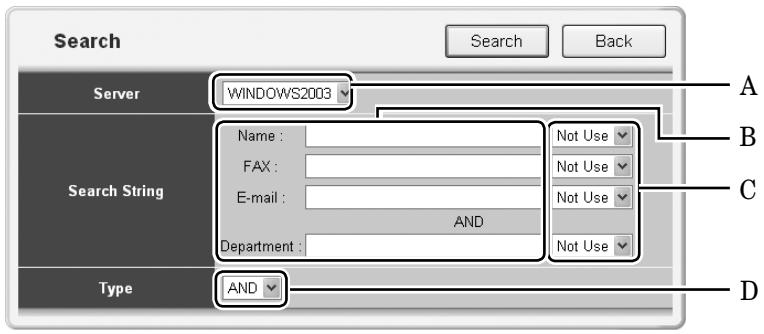
Searching for a destination

NOTE

In order to search an LDAP server, the server must be registered in advance. Contact your system administrator. For more information on server set up, see "LDAP Settings" on page 4-42.

1 When the "Address Book" screen appears (see page 2-15), click [Search].

2 Enter the search information.

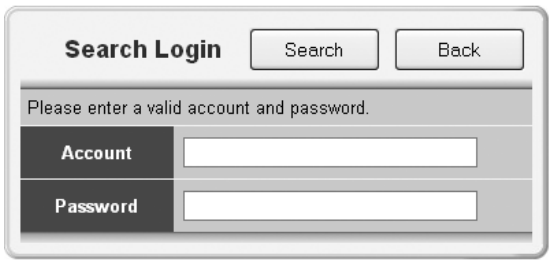


	Descriptions
A	Select the server that contains the destination. Usually, you do not need to change the server. If you are not sure about it, ask your system administrator.
B	• Name Enter the name or part of a name to be searched. • Fax Enter the fax number or a part of the fax number to be searched. • E-mail Enter part of the e-mail address to be searched. • Department This is not an independent field. To use this field either the Name, Fax or e-mail should also be entered.
C	• Any Searches any information in this field, including "blanks". • Initial Searches for contacts that begin with the characters entered in this field. • Final Searches for contacts that end with the characters entered in this field. • Equal Searches for contacts that match exactly with the information entered in this field. • Not Use Information in this field (including blanks) will not be used for searching.
D	• AND Searches for contacts that meet all the entered criteria. • OR Searches for contacts that meet any of the entered criteria.

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3 Click [Search].

The login dialog will appear.

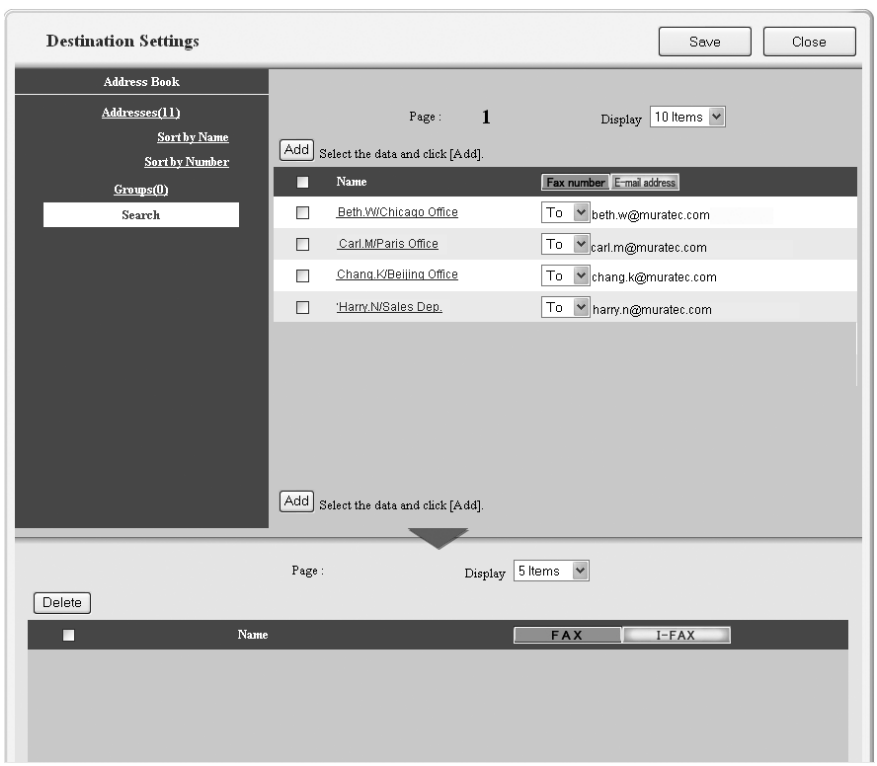


4 Enter your Account and Password to login to the LDAP server and click [Search]. For more information about them, refer to your system administrator.

NOTE

The "Search Login" dialog can be skipped, when you register the information to the "User Set-up" dialog in advance. Or you can also skip this dialog by setting up "LDAP Server Settings" by checking the box to "No" in "User Login".
For more information how to set this up, see "LDAP Settings" on page 4-42.

The searched result will be displayed.



5 Check the box next to "Name" and click [Add] to select a destination.

6 Click [Save] to close the screen with the selected destinations ready for transmission.

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Reviewing or canceling destinations

You can review, cancel or change the destinations.

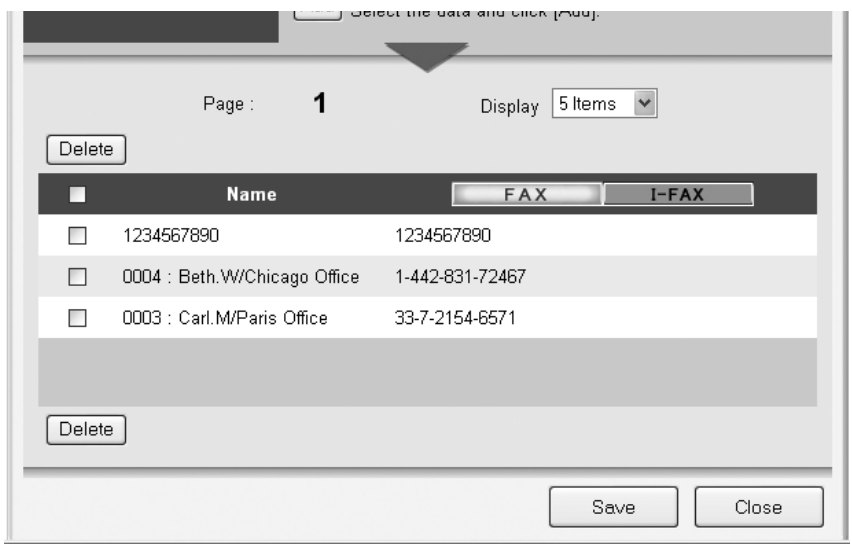
NOTE

This function is only available prior to sending the documents.

1 Click [Address book] either in "Fax Destination" or in "E-mail Destination".



2 Review the entered destinations in the lower area of the screen. Click [FAX] and [I-FAX] to switch the screen between fax destinations and e-mail destinations.



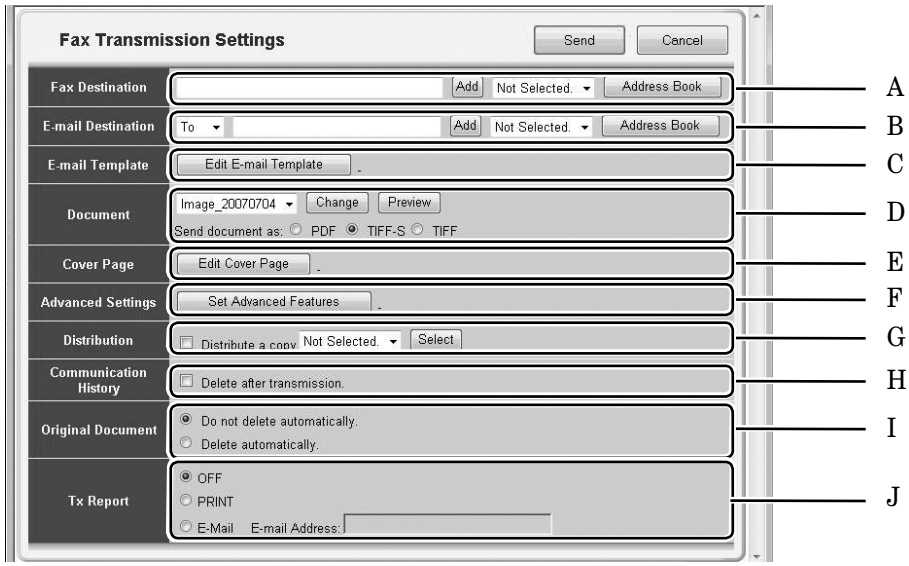
3 To cancel destinations, check the box next to the name and click [Delete].

4 Click [Save] to close the screen with the selected destinations ready for transmission.

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Setting transmission functions

You can set up various functions for your fax and e-mail transmission.



	Descriptions
A	Enter the fax destinations. See pages 2-14 to 2-19 on how to enter them.
B	Enter the e-mail destinations. See pages 2-14 to 2-19 on how to enter them.
C	To attach a text message to your e-mail, click [Edit E-mail Template]. To enter a message: (1) Enter the e-mail subject in the "Subject" field. You can enter up to 80 characters. (2) Enter the text message in the "Text" field. You can enter up to 1024 characters. (3) Click [Save]. **NOTE** The e-mail template is available for e-mail transmissions only. It won't be attached to fax transmissions.
D	The file to be transmitted will be displayed in the list. To change the file or add more files, click [Change]. The "Sending Document" dialog will be displayed. Add or remove files to the list. You may add temporary storage files. You can also check the first file in the list by clicking [Preview]. Select the file format. •PDF A file format used by an application called Acrobat, from Adobe Systems. Converting files to PDF format allows them to be transmitted regardless of their computer platform or environment. Also, the original image can be rendered without any corruption of the document's layout. •TIFF-S TIFF-S is a TIFF file complying with the T.37 simple mode specification. T.37 is a standard for Internet fax. Documents sent with simple mode format can also be received with other Internet faxing standards. •TIFF A graphical image file format (ITU-T T.37 full mode). Image resolution or color depth for an image and different encoding algorithms can be saved into a single file.

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	Descriptions
E	To attach a cover page to faxes and e-mails, click [Edit Cover Page]. To enter a message: (1) Select the cover page format from the list button in "Cover Page". (2) Enter the e-mail subject in the "Subject" field. You can enter up to 80 characters. (3) Enter the message in the "Message" field. You can enter up to 1024 characters. (4) To confirm your edited cover page, click [Preview]. (5) Click [Save]. **NOTE** •The cover page format should be edited and uploaded prior to this operation. If not, you can use the machine default cover page "Sample 01". •You can set the default setting for cover page in "Personal Outbox settings". See page 4-20 on how to set it.
F	Click [Set Advanced Features] to use the advanced functions. •F-Code To perform an F-Code transmission, enter the Sub-Address and Password here. •Start Time (Delayed transmission) To perform a delayed transmission, click [Set Date and Time] and set the time when you want the document to be sent. Click [Save] to save the setting. •Fax Sender Select the fax sender's name (TTI) from the pull-down menu. •Line Selection If you have installed a second phone line option on your machine, you can select from which line to transmit.
G	To send a copy to other OfficeBridge users or user groups, click [Select] and add the desired users or groups in the "Distribution" dialog.
H	Select whether to keep a "Fax History" or "Mail History". Select this box if you wish to do this.
I	Select whether to delete the file from the original list after the transmission.
J	To print or send the transmission confirmation report (Tx report) to an e-mail address, select this setting. To send it to an e-mail address, enter the e-mail address where the report is to be sent.

NOTE

For more information about F-Code transmission or delayed transmission, see Chapter 5 "Advanced Fax Functions" in *MFP User's Guide*.

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Resending documents

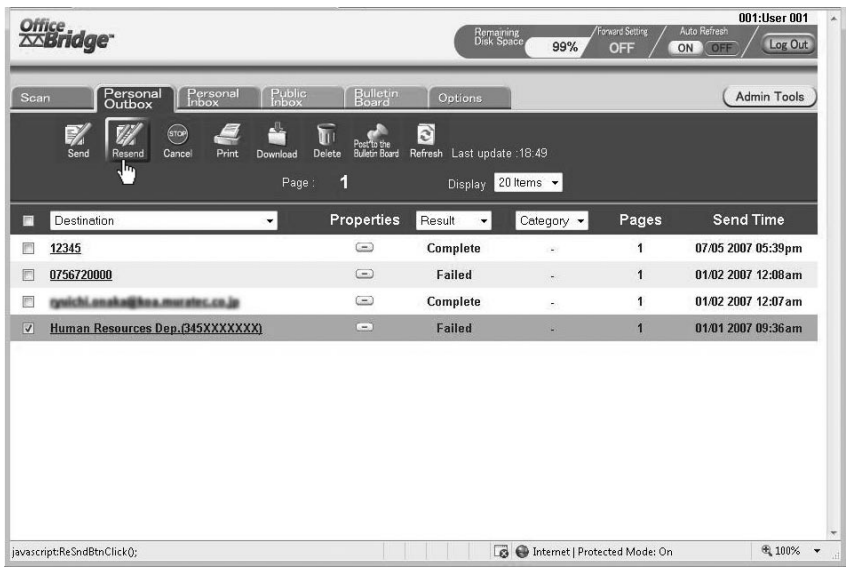
You can resend a document to the same location or other locations.

1 Start OfficeBridge and log in. (see page 2-11)

2 Open the "Personal Outbox" tab.

3 Select the file you want to send by checking the box next to the file.

4 Click [Resend].
The "Fax Transmission Settings" dialog from *the previous transmission will appear.*



5 Adjust the setting for each item in the "Fax Transmission Settings" dialog.

6 Click [Send].

Forwarding received documents

You can forward received documents to other users or user groups.

1 Start OfficeBridge and log in. (see page 2-11)

2 Open the "Personal Inbox" or "Public Inbox" tab.

3 Select the file you want to forward by checking the box next to the file.

4 Click [Forward].
The "Forwarding" dialog will appear.

5 Click [Select] and select the desired users and user groups, click [Add] and then [Save].

6 Enter "File name" and "Category" if necessary, and enter them.
The file name may contain up to 100 characters, the category up to 20 characters.

7 Click [Forward].

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Canceling a transmissions

You can cancel an ongoing transmission or a reserved transmission.

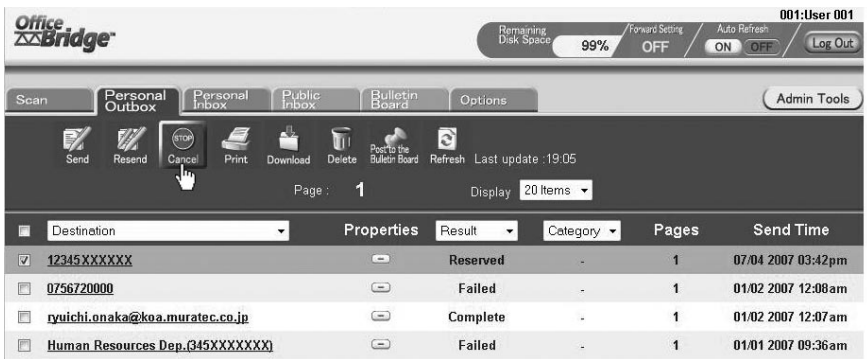
1 Start OfficeBridge and log in. (see page 2-11).

2 Open the “Personal Outbox”.

3 Select the job to cancel.

When you want to remove a destination from a broadcast transmission, click [Broadcast Details] to open the “Transmission Job Details” dialog. Select the checkbox for each destination you wish to cancel.

4 Click [Cancel], and then [OK].



NOTE

A destination can be removed from broadcast transmission only when the transmission is in progress.

Reading your received documents

When you set up the “Received Fax Forwarding” in “Admin Tools”, you can receive faxes and e-mails in the Public Inbox or in a Personal Inbox. See “Received Fax Forwarding” on page 4-24 how to set it up.

You may also receive faxes or e-mails to your Personal Inbox from other users.

NOTE

When you have installed and set up the “Muratec OB InfoMonitor” on your PC, the “Muratec OB InfoMonitor” will notify you when a new document arrives. See page 5-3 for instructions on how to set it up.

In such cases,

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the “Public Inbox” tab or the “Personal Inbox” tab.

3 Click “Subject” to view the file.

4 Click the properties icon to view the comments.

5 Click [Close] to close.

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Bulletin board

Bulletin Board is a function that makes it possible to share information among registered users.

Posting a file from your browser

1 Start OfficeBridge and log in. (see page 2-11)

2 Select the file you want to post by checking the box next to the file.

3 Click [Post to the Bulletin Board].



The "Bulletin Board" dialog will appear.



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Items	Descriptions
Document	The file to be posted will be displayed in the list. To add or change files: (1) Click [Change]. The "Bulletin Board Document" dialog will be displayed. (2) Select the box that contains the document you want to post. (3) Check the files to add and click [Add]. You may add temporary storage files. (4) Click [Save]. To check the files, click [Preview].
File Name	Enter the file name, if needed. The name may contain up to 100 characters.
Category	Enter the document type. The name may contain up to 20 characters. You can reuse previously entered document types by clicking the list next to the box and select the desired one. When you post files from the machine, you can select registered document type by pressing [Category].
Subject	Enter the subject of the document being posted. The subject may contain up to 80 characters.
Comments	Enter a comment concerning the file being posted. The message may contain up to 1,024 characters.
Posting Time Limit (Post Time)	Select the document posting time: (1) To post the file indefinitely, select "Do not delete automatically". (2) To delete the file from the list after a certain period, select "Delete automatically". Then click the [Set posting period] button. Select the time limit. To go to the next month, select the arrow key. Click [Save]. The default period is 30 days, however you can change that period. See "Bulletin Board" on page 4-30 for more information.
Original Document	Select whether to delete the original file automatically after posting. The default setting is "Do not delete automatically", however you can change the setting. See "Bulletin Board" on page 4-30 for more information.
[Post]	Saves the entered settings and posts the file to the Bulletin Board.
[Cancel]	Closes the "Bulletin Board" dialog without saving.

4 Adjust any document settings. See the next page for a list of settings.

5 Click [Post].

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Posting a file from a PC application

After the PC-FAX driver is installed on your PC, you can post a document directly from your PC to the OfficeBridge Bulletin Board.

The following steps provide the basic procedure for posting files to the bulletin board from a PC application.

1 Start the desired application program and create/open a document.

2 Click [Print] or [Print Setup] from the "File" menu.

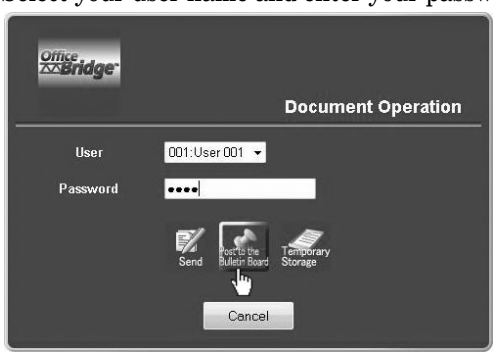
Make sure that "Muratec MFX-2050/F-565 Fax" or "Muratec MFX-1450/F-525 Fax" is selected as the printer.

If you want to make any adjustments, click [Properties]. For details, see "Paper Preferences" on page 2-6.

3 Click [Print] or [OK] to start the print job.

The "OfficeBridge Document Operation" dialog will appear.

4 Select your user name and enter your password.



NOTE

You can also store the document in temporary storage and post it at a later time. In this case, select "Temporary Storage". See page 2-35 for instructions on posing a document from temporary storage.

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5 Click [Post to the Bulletin Board].
The "Bulletin Board" dialog will appear.



6 Adjust any document settings. For a listing of settings, see page 2-25.

7 Click [Post].

Posting a file from the machine

You may scan a document from your machine to the bulletin board. See "Scan to bulletin board" in Chapter 6, "Scanner Functions" in the *MFP User's Guide* for instructions on how to operate it.

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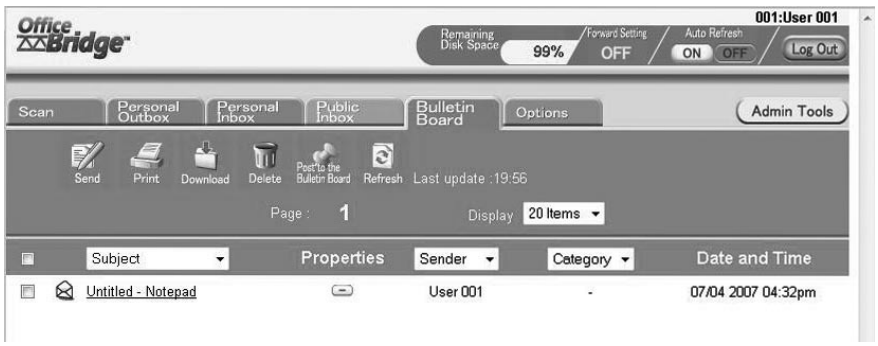
Viewing the posted files

NOTE

When you have installed and set up the “Muratec OB InfoMonitor” on your PC, the “Muratec OB InfoMonitor” will notify you when a new document arrives. See page 5-3 on how to set it up.

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the “Bulletin Board” tab.



3 Click “Subject” to view the file.

4 Click the properties icon to view the comments.

5 Click [Close] to close.

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Printing documents from an OfficeBridge list

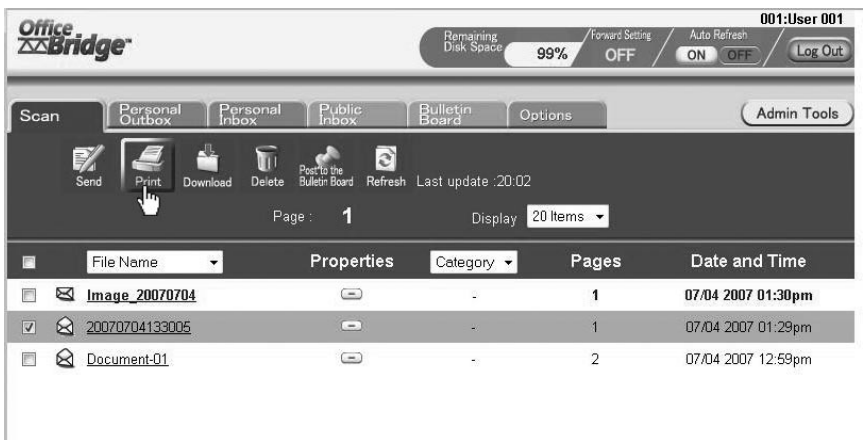
NOTE

In order to perform a PC fax, you need to have the OfficeBridge fax driver installed on your PC. The driver is located on the CD supplied with your machine. See "Installing OfficeBridge on your PC" on page 1-10 for installation instructions.

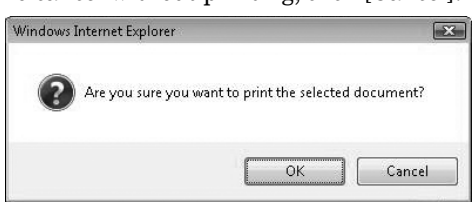
1 Start OfficeBridge and log in. (see page 2-11)

2 Select the file you want to print by checking the box next to the file.
Here we select a file from the scan list.

3 Click [Print].



4 Click [Yes].
To cancel without printing, click [Cancel].



Printing a document from the machine

You can print image data from the Scan Box and Bulletin Board from the machine control panel. Press <PRINTER>, and then [Print OB document] on the control panel. For instructions on how to select the image or how to set the print setting, see "Print OfficeBridge Documents" in Chapter 7, "Printer functions" in *MFP User's Guide*.

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Network Scanning

Operation flow

The network scanning operations are as follows:

1 Scan documents from your machine into OfficeBridge.

You can use either the "Scan to User"' or "Scan to Bulletin Board" function. See Chapter 6 "Scanner Functions" in the *MFP User's Guide* for operational instructions.

2 Download the scanned data from the Scan Box.

There are two download options:

1. Download the file from an OfficeBridge list, in TIFF or PDF format. (see below)
2. Download the file using the TWAIN connecting application. (see page 2-32)

Download scanned image from an OfficeBridge list

NOTE

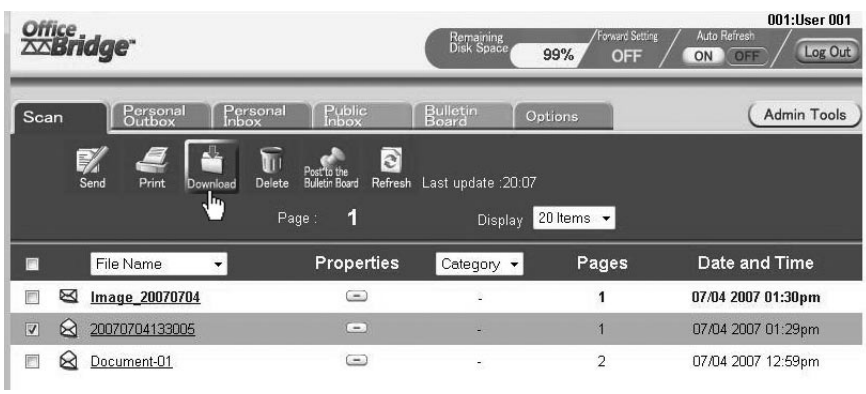
Your screen images may vary by browser.

1 Start OfficeBridge and log in. (see page 2-11)

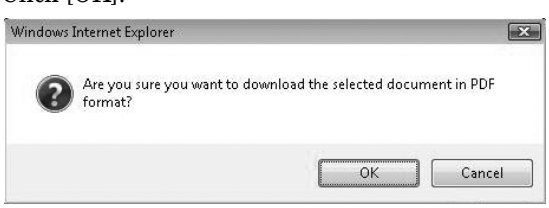
2 Open the "Scan" tab.

3 Select the file you want to download by checking the box next to the file.

4 Click [Download].

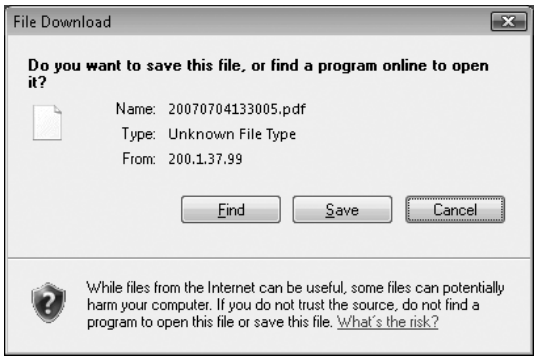


5 Click [OK].

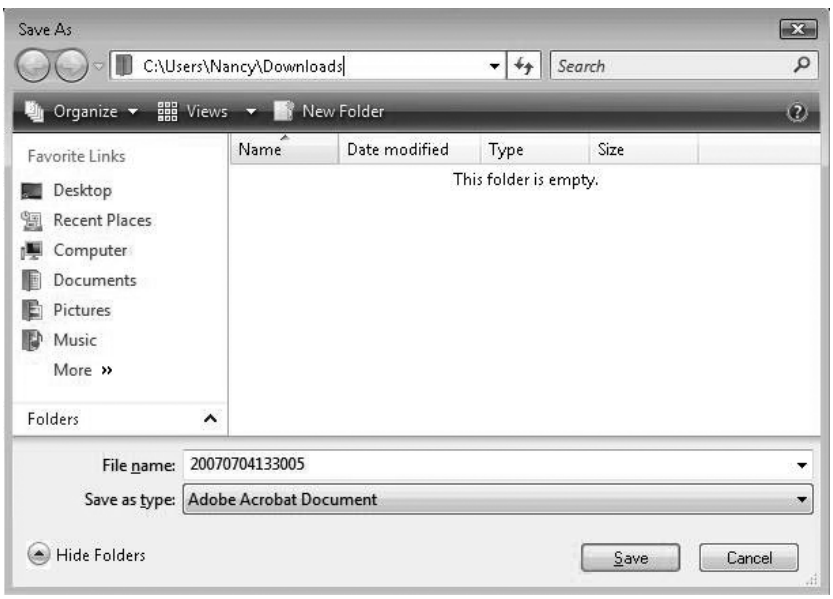


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6 Click [Save].



7 Save the file into the location of your choice.



8 Click [Save].

NOTE

The file will be downloaded in TIFF or PDF format, which you can specify in "Initial Settings" (see page 4-18).

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Download the scanned image using the TWAIN driver

NOTE

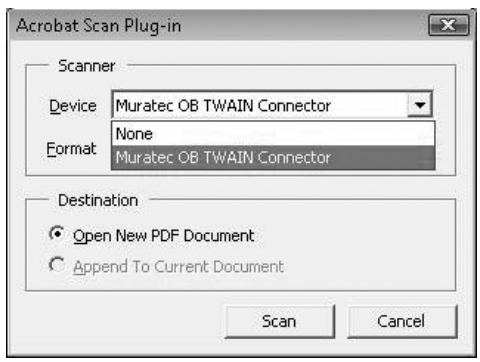
In order to download a scanned image using the TWAIN driver, you need to have the OfficeBridge driver installed on your PC. The driver is located on the CD supplied with your machine. See “Installing OfficeBridge on your PC” on page 1-10 for installation instructions.

1 Start a TWAIN compliant application on your PC.

NOTE

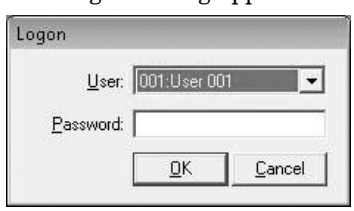
The operation differs depending on the application you are using. Consult the application help menu if you are unsure about the correct operation.

2 Select the “Muratec OB TWAIN Connector” as the scanning device, and then click [OK].



3 Perform the scan command of the application software.

4 The “Logon” dialog appears.



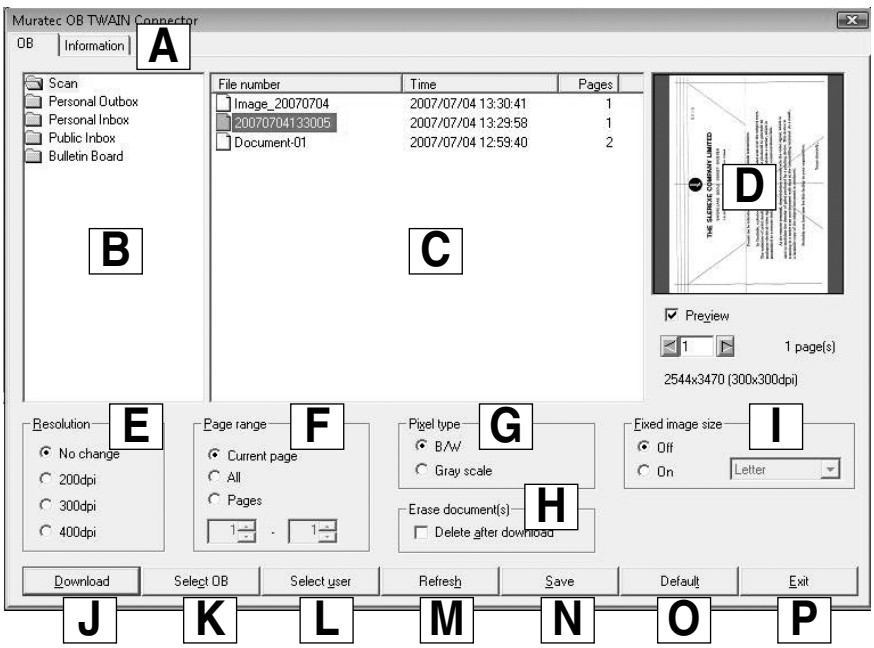
5 Enter your user name and password and then click [OK].

6 The “Muratec OB TWAIN Connector” screen appears.

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7 Select the file you want to download. The selected file will be highlighted.

8 Adjust any settings and select [Download].



Items	Descriptions
A. [Information] tab	Displays [Muratec OB TWAIN Connector] information.
B. List	The currently opened folder will be displayed.
C. File list	Displays the list in the opened box documents. To view a document, click it to select it.
D. Preview display	Displays a preview of the selected document. When you check the box [Preview], previews of the selected document will be displayed. When you click the arrows or input a number into the text box, the display moves to that page.
E. Resolution	Set the linear resolution for the document. If you do not wish to change the linear resolution, check the box [No change]; to change the linear resolution, check the box [200 dpi], [300 dpi], or [400 dpi].
F. Page range	Enter the number of pages to download.
G. Pixel type	Select the display type for the document as either [B/W] or [Grayscale].
H. Erase document(s)	If selected, the document will be deleted from memory after it has been downloaded.
I. Fixed Image Size	In some applications, multiple pages scanned using different resolutions may not appear correctly. In this case, select "On" and select the image data size according to your scanned document size. If the scan sizes are different, select the larger of the documents.

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Items	Descriptions
J. [Download]	When you click here, the downloading of the scanned document starts.
K. [Select OB]	If you want to access another OB (OfficeBridge), click this button and enter the IP Address, then click [OK]. Then select the User name and enter the Password registered to the other OfficeBridge.
L. [Select user]	When you want to see another user's files, click here and change the logged in user. When changing the user, select the User name and enter the password. If a password was not set during user registration, a password is not required.
M. [Refresh]	When clicked, the [File list] display will be refreshed.
N. [Save]	When clicked, the current settings will be saved. You cannot click this button unless the settings have been changed.
O. [Default]	When clicked, the settings are initialized to their factory settings.
P. [Exit]	When clicked, the [Muratec OB TWAIN Connector] ends.

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Using Temporary Storage

You can save documents into OfficeBridge temporarily storage to allow easy access for file sending, attaching or posting.

Storing Temporary Storage files

The following steps provide the basic procedure for storing a temporary storage file.

1 Start the desired application program and create/open a document.

2 Click [Print] or [Print Setup] from "File" menu.

Make sure that "Muratec MFX-2050/F-565 Fax" or "Muratec MFX-1450/F-525 Fax" is selected as the printer.

If you want to make any adjustments, click [Properties]. For details, see "Paper Preferences" on page 2-6.

3 Click [Print] or [OK] to start the print job.

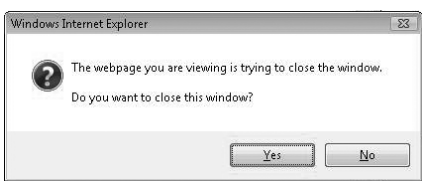
The "OfficeBridge Document Operation" dialog will appear.

4 Select your user name and enter the password.

5 Click [Temporary Storage].



6 The browser will close from the machine side.



7 Click [Yes].

NOTE

- To confirm or delete the temporary storage files, see "Temporary Storage list" on page 3-14.
- The preservation period for the temporary storage files are defaulted to one day. You can change the period in "Initial Settings" on page 4-18.

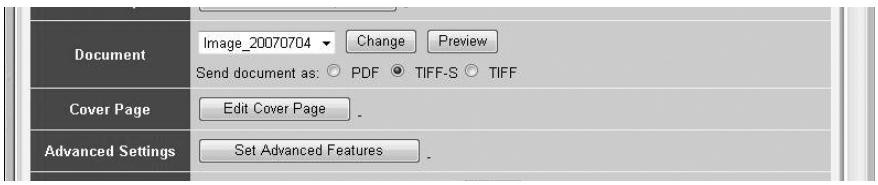
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How to attach temporary storage files

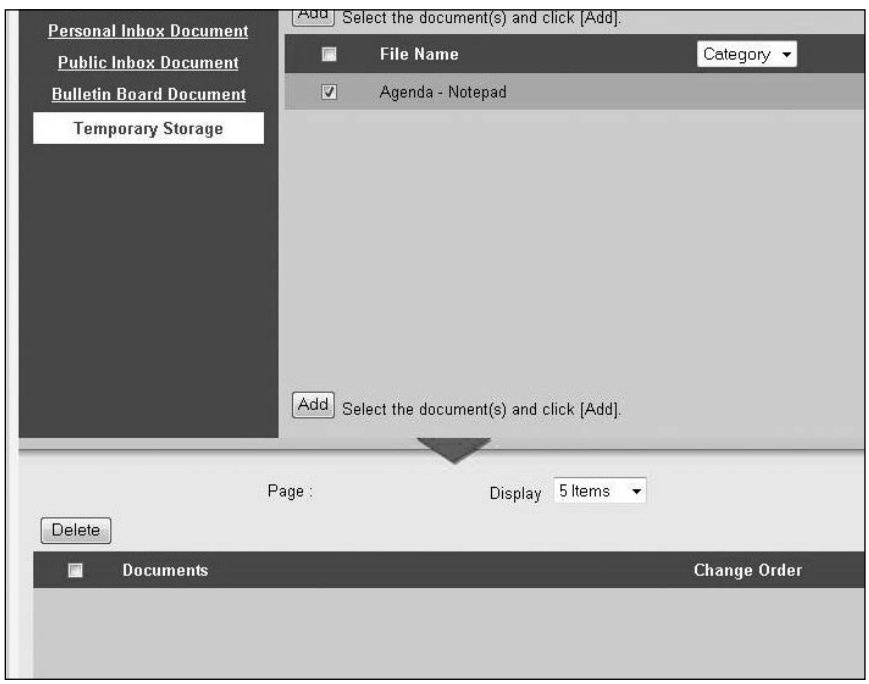
You can attach a temporary storage document to fax or e-mail or to a posting document. You can also send documents stored in temporary storage to a fax or e-mail address, without attaching another file. For transmission, we describe the details in "PC fax transmission and reception" on page 2-13. Here is a brief review:

1 After you clicked either [Send] or [Post to the Bulletin Board] the function setting screen will appear.

2 Click [Change] in "Document".



3 Click "Temporary Storage" to open it.



4 Check the boxes next to the file names to select and click [Add].

When you check the box next to "File Name", all the displayed files will be selected.

If you have chosen a wrong file, select the file from the list below and select [Delete].

5 After you have added all of the desired files, click [Save].

6 After you have adjusted the necessary settings, click either [Send] or [Post] to send or post the files with temporary storage documents attached.

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Chapter 3

Using the Option Tools

Option Tools Menu 3-2
User Registration 3-3
- User Registration 3-3
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- FTP Shortcuts 3-31

Option Tools Menu

<User Registration> ⇨ page 3-3

- [User Registration]
  Enter or edit your user information.
- [Address Book]
  Enter, edit or delete address book entries or address groups.
- [Forward Setting]
  Sets the forwarding destination when the user is not present.
- [Temporary Storage]
  Confirm or delete the temporary storage document.

<Common Job Settings> ⇨ page 3-15

- [Scheduled Communication]
  This is used to view scheduled fax and internet fax communications, as well as canceling the communications.
- [Print Job]
  This is used to view jobs being printed or spooled, as well as canceling the jobs.

<Management Information> ⇨ page 3-19

- [Device Settings]
  This is for checking device information on the machine.
- [Fax History]
  This is for checking the fax sending/receiving history on the machine.
- [Mail History]
  This is for checking the e-mail sending/receiving history on the machine.

<Setup> ⇨ page 3-24

- [File Name]
  Enter, edit or delete file names for document scanning.
- [Category]
  Enter, edit or delete a category name to classify the document.

<Network Configuration> ⇨ page 3-28

- [Folder Shortcuts]
  Enter, edit or delete folder shortcuts.
- [FTP Shortcuts]
  Enter, edit or delete FTP shortcuts.

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User Registration

NOTE

In order to gain OfficeBridge access, you must be a registered user. Contact your System Administrator, if necessary.

User Registration

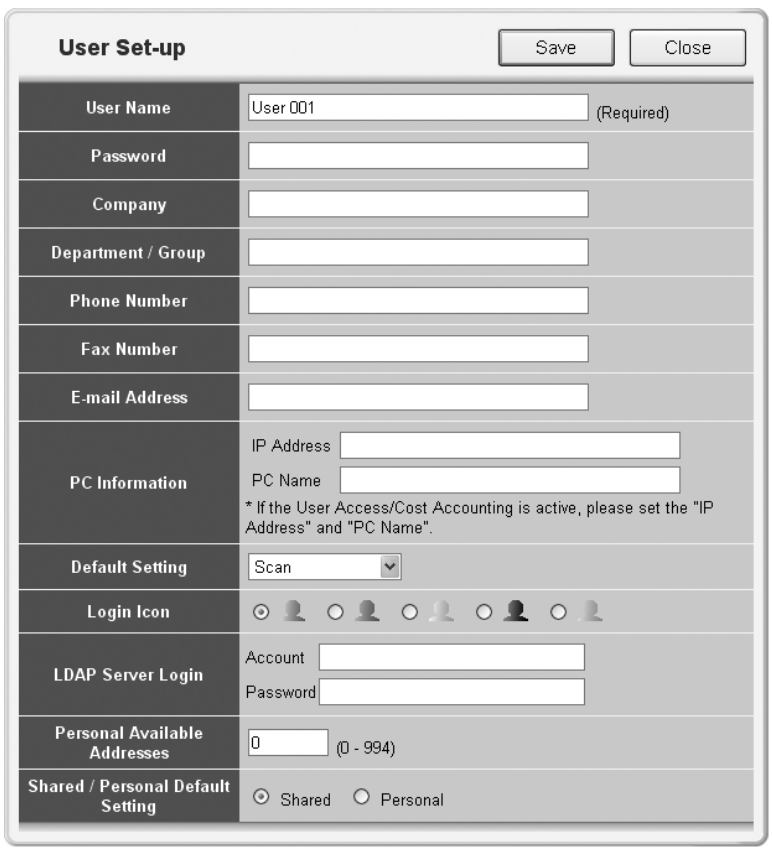
Enter or edit your user information.

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the “Options” tab.

3 Click [User Registration].

The “User Set-up” dialog will appear.



Items	Descriptions
User Name *1 (required)	Enter the name of the “OfficeBridge” user. This item may contain up to 30 characters.
Password *1	Enter the user password used to start OfficeBridge and log in. (see page 2-11) This item may contain up to 20 alphanumeric characters.

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Items	Descriptions
Company	Enter the user's company name. The company name may contain up to 50 characters.
Department/Group	Enter the name of the department or group name the user belongs to. This item may contain up to 100 characters.
Phone Number	Enter the user's telephone number. This item may contain up to 40 digits.
Fax Number	Enter the user's fax number. The fax number may contain up to 40 digits.
E-mail Address	Enter the user's e-mail address. This address will be displayed, if you send a fax or e-mail via OfficeBridge. This item may contain up to 50 alphanumeric characters.
PC Information	Enter the IP Address and PC Name of the OfficeBridge user. When the User Access/Cost Accounting function is active, the machine will sum the user's print charge using this setting.
Default Setting	Select the default list that will be displayed when you start OfficeBridge and log in. **NOTE** • If there is an unread document after log in, the list for that unread document will be displayed first. • If the "Public Inbox" function is disabled, the list will not be displayed.
Login Icon	Select the color of the icon indicating an active user in the "User List" screen.
LDAP Server Login	Enter the Account name and password used to log in to the LDAP server.
Personal Available Address	Set maximum number of destinations that the user can register with the "Personal Address Book". **NOTE** • The maximum number that can be registered vary according to the memory capacity.
Shared / Personal Default Setting	Set which setting to display on the machine's LCD after logging in to OfficeBridge.

*1: When the OfficeBridge user name and password are the same as the domain user name and password, the users are able to skip the OfficeBridge login when they use the authentication mode on the machine.

NOTE

When the "User Access / Cost Accounting" setting for the Print Mode is active, be sure to register the "PC Information" field. Otherwise, the machine will not print out the PC print documents.

4 Enter or edit information, then click [Save].

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Address Book

You can register up to 1000 frequently used destinations into the address book. Each destination can contain a fax number up to 40 digits, an e-mail address up to 50 characters, and the destination name up to 30 characters. You can also add these destinations into a groups. The machine provides the “Shared address book” and “Personal address book”. The “Shared address book” can be used for all users of the machine, and the “Personal address book” is a private address book for OfficeBridge user.

NOTE

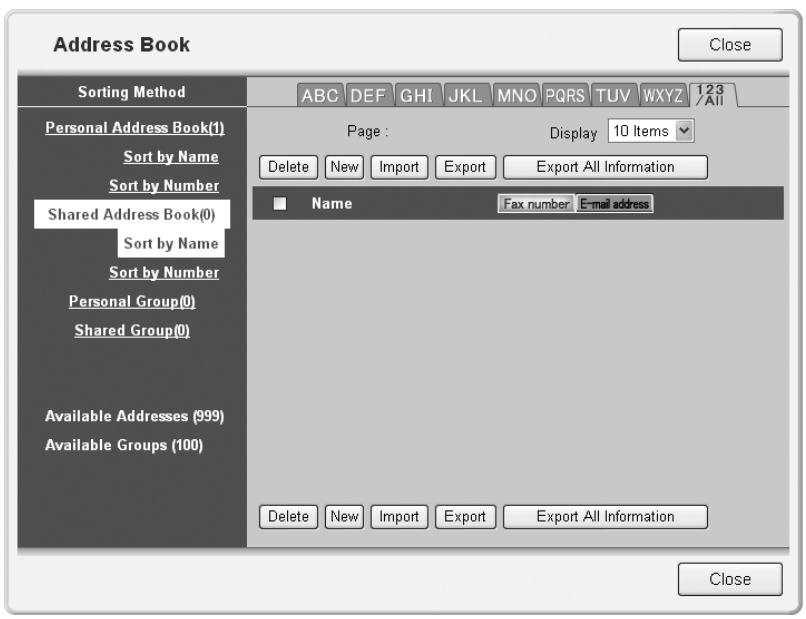
The combined total of destinations between the shared and personal Address is 1000. The choice of how many destinations for each address book is at the discretion of the user. For example, when registering 1000 destinations in an address book, you cannot register any destination in the other address book. If you need to register more than 1000 destinations, please contact your authorized Muratec dealer for memory upgrade.

Registering a new destination

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the “Options” tab.

3 Click [Address Book].
The “Address Book” screen will appear.



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Items	Descriptions
Sorting Method	Click the category of the address book to make it display in the list. • "Personal Address Book(0)" — Displays the registered information in the "Personal Address Book". • "Shared Address Book(0)" — Displays the registered information in the "Shared Address Book". **NOTE** The number in the parentheses indicates how many destinations have been registered. • "Sort by Name" The registered destinations are displayed in alphabetical order. In this mode, the index tab will appear to allow for alphabetical searching. • "Sort by Number" The registered destinations are displayed in numerical order. • "Personal Group (0)" Displays the registered private groups. The number in parentheses indicates how many groups have been registered. • "Shared Group (0)" Displays the registered shared groups. The number in parentheses indicates how many groups have been registered. • "Available Addresses (####)" Indicates the number of remaining addresses that can be registered. • "Available Groups (###)" Indicates the number of remaining group locations that can be registered.

4 Click either "Personal Address Book(0)" or " Shared Address Book(0)" .

5 Click "Sort by Name" or "Sort by Number".

6 In "Sort by Name" mode, click [New].
In "Sort by Number" mode, click an address book number that does not contain destination information.
The "Set Shared Address" or "Set Personal Address" dialog will appear.



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Items	Descriptions
Name	Enter the name of the destination. This item may contain up to 30 characters.
Fax Number	Enter the fax number for the destination. This item may contain up to 40 digits.
E-mail Address	Enter the e-mail address for the destination. This item may contain up to 50 characters.

7 Enter the destination information, then click [Save].
The dialog returns to the "Address Book" screen.

8 If you want to register another destination, repeat the procedures from step 5.
To finish the registration, click [Close] in the "Address Book" screen.

Changing the destination's information

1 Repeat steps 1 through 3 in "Registering a new destination".

2 Click the destination you want to edit.

3 Edit the destination's information, then click [Save].

4 If you want to change another destination, repeat procedures from step 2.
To finish the registration, click [Close] in the "Address Book" screen.

Deleting a destination

1 Repeat steps 1 through 3 in "Registering a new destination".

2 Select the destination you want to delete.

3 Click [Delete].
The deletion confirmation dialog will appear.

4 Click [OK] in the deletion confirmation dialog.

5 If you want to delete another destination, repeat procedures from step 2.
To finish the registration, click [Close] in the "Address Book" screen.

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Exporting/importing destination information

You can export destination information to vCard or CSV format file and import data from vCard or CSV format file.

Exporting destination information

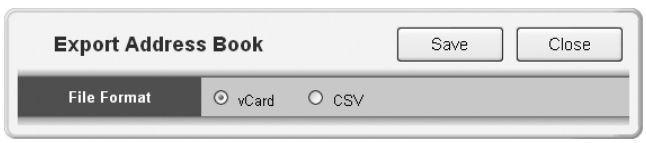
Converts the destination information data to a vCard file format and stores it on your computer.

1 Repeat steps 1 through 3 in “Registering a new destination”.

2 In the “Address Book” screen, select either “Shared Address Book” or “Personal Address Book” as the address book export category.

3 Select the destinations you want to export, then click [Export].
To export all the destination information, click [Export All Information].

4 Select the file format, vCard or CSV, then click [Save].



5 Specify the folder and file name to save to, and click [Save].
The data is converted to the specified file format and stored in the specified location.

6 Click [Close] in the “Address Book” screen to close the “Address Book” screen.

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Importing user registration

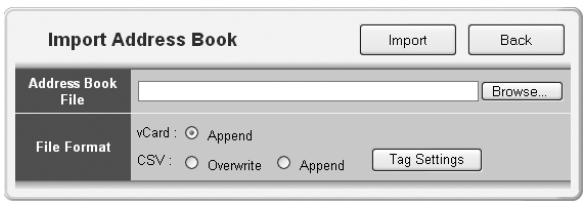
You can import data from a vCard or CSV file format as destination information data.

1 Repeat steps 1 through 3 in “Registering a new destination”.

2 In the “Address Book” screen, select either “Shared Address Book” or “Personal Address Book” as the address book import category.

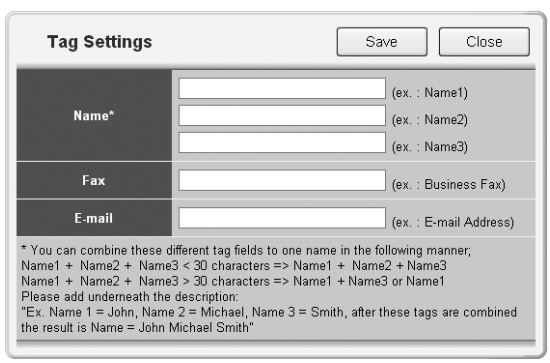
3 Click [Import].
The “Import Address Book” dialog will appear.

4 Type the file location and file name you want to import. If you are not sure of the file location or file name, click [Browse].



5 Select the file format, vCard or CSV.

If you select CSV format, you can set the following options:
- Select “Overwrite” or “Append”.
- Tag Settings:
  If your address book data contains separate fields for the destination’s first name, middle name and last name, click [Tag Settings] to merge the information into one field. The merged data may contain up to 30 characters.



6 Click [Import].
Import confirmation dialog box will appear.

7 Click [OK].
The data will be imported.

8 Click [Close] in the “Address Book” screen to close the “Address Book” screen.

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Registering groups

Group addressing allows you to quickly distribute documents to multiple recipients. The machine provides the “Shared Groups” and “Personal Groups”. You can register up to 100 groups.

NOTE

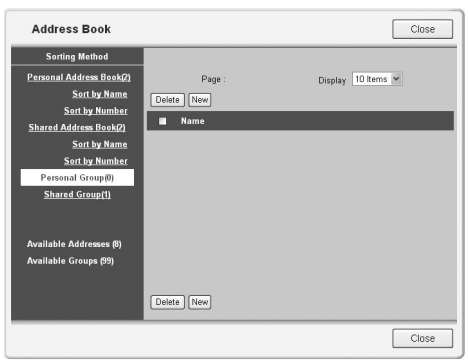
You cannot use the numeric keys to manually enter a destination. Group members must be pre-registered into the address book before they can be added to a group. Fax numbers and e-mail addresses can be registered into the same group.

Registering a new group

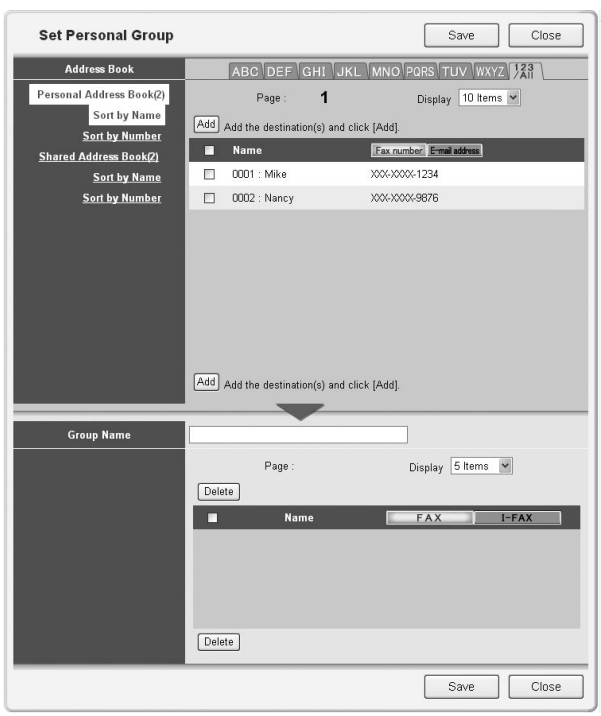
1 On the “Options” tab, click “Address Book”.
The “Address Book” screen will appear.

2 In the “Address Book” screen, click either “Personal Group” or “Shared Group”.

3 Click [New].



4 Select one or more destinations to add to the group.
You can select destinations from “Personal Address Book” and “Shared Address Book”.



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5 Click [Add].
The selected destinations will be displayed in the address list at the bottom of the screen.

6 Enter the group name in the "Group Name" field, then click [Save].
The group will be registered.

7 To register another group, repeat procedures from step 2.
Otherwise, click [Close] on the "Address Book" screen to finish.

Editing a group

1 On the "Options" tab, click "Address Book".
The "Address Book" screen will appear.

2 In the "Address Book" screen, click either "Personal Group" or "Shared Group" as the category for the group to edit.

3 Click the group name you want to edit.
The "Set Personal Group" dialog or "Set Shared Group" dialog will be displayed.

4 Edit the contents of the items in the "Set Personal Group" dialog or the "Set Shared Group" dialog, then click [Save].
The edited group information will be registered and the "Set Personal Group" dialog or the "Set Shared Group" dialog will be closed.

5 To edit another group, repeat procedures from step 2.
Otherwise, click [Close] on the "Address Book" screen to finish.

Deleting a group

1 On the "Options" screen, click "Address Book".
The "Address Book" screen will appear.

2 In the "Address Book" screen, click either "Personal Group" or "Shared Group" as the category for the group to delete.

3 Check one or more groups to delete and click [Delete].
The deletion confirmation dialog box will appear.

4 Click [OK].
The selected group will be deleted.

5 Click [Close] in the "Set Address Book" screen.
The "Address Book" screen will be closed.

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Forwarding Settings

This sets the forwarding setting of documents received into the Personal Inbox.

NOTE

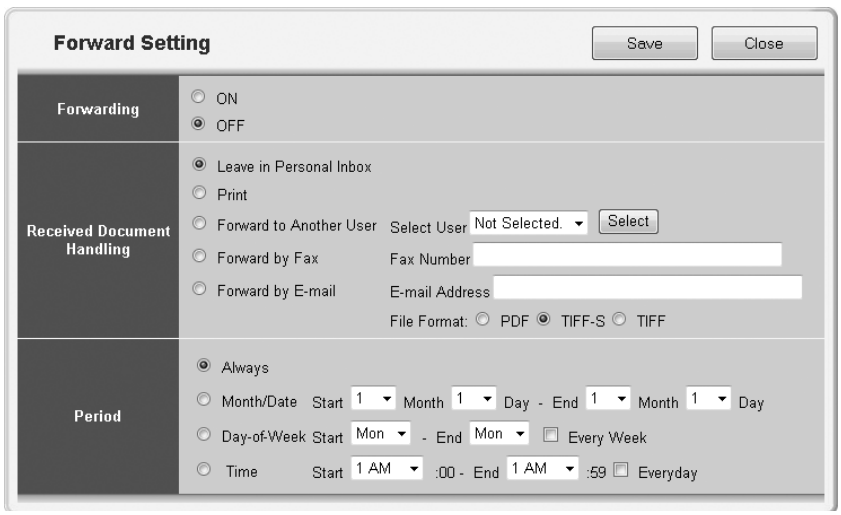
Regarding the forwarding setting of the document receive to the “Public Inbox,” see “Received Fax Forwarding” on page 4-24.

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the “Options” tab.

3 Click [Forward Setting].
The “Forward Setting” dialog will appear.

4 Create settings in the “Forwarding Setting” dialog.



Items	Descriptions
Forwarding	Select “On” or “Off” for the forwarding function. The status will be displayed on the screen. (see page 2-9)
Received Document Handling	Select whether to leave the received documents in the document list or forward them to another user. • “Leave in Personal Inbox” Check this to leave the document where it is without forwarding. • “Print” Check this to print the document. • “Forward to Another User” Check this to forward the document to another user or user group. Click [Select], then select the user or user group from the “Forwarding Destination” dialog, then click [Add] and [Save]. • “Forward by Fax” Check this to forward the document by fax and enter the fax number to forward to. The forwarding fax number may contain up to 40 alphanumerics.

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Items	Descriptions
Received Document Handling	• “Forward by E-mail” Check this to forward the document by e-mail and enter the e-mail address to forward to. The forwarding e-mail address may contain up to 50 characters. At the same time, select the file format for the forwarding document by checking it.
Period	Select the forwarding period for the received document. • “Always” Check this to always forward the document. • “Month/Day” • “Day-of-week” • “Time” To specify the forwarding period, check one of these and set the period.
[Save]	Saves the current settings and closes the dialog.
[Close]	Closes the “Forward Setting” dialog.

5 Click [Save] to save the setting.

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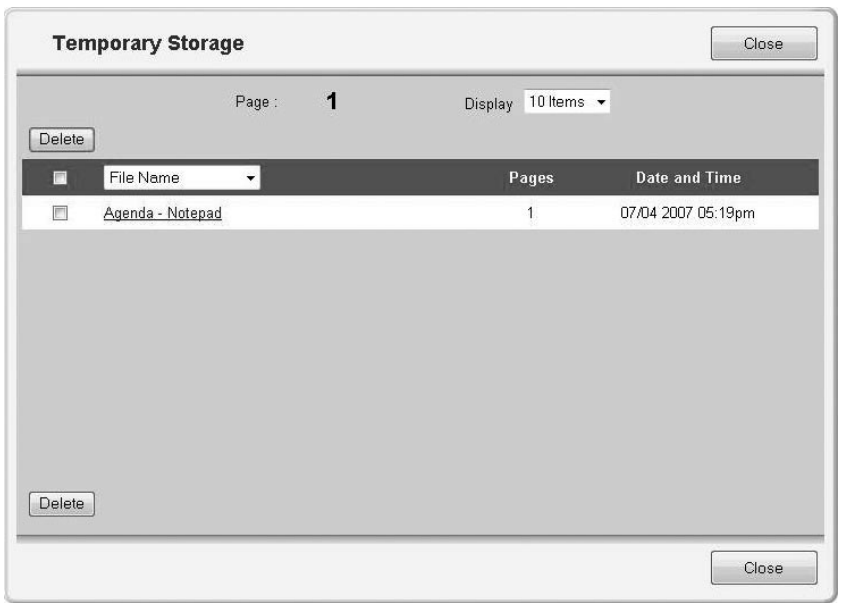
Temporary Storage list

You can view and delete documents in temporary storage .

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the “Options” tab.

3 Click [Temporary Storage].
The “Temporary Storage” list will appear.



Items	Descriptions
Page	Switches the page of the temporary storage document display. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
Display	Sets the number of documents displayed (10, 20, or all).
File Name	The temporary storage document file name will be displayed. When you click the list and select a file name, the documents displayed will be sorted by file name.
Pages	The number of pages in the temporary storage document will be displayed.
Date and Time	The document storage date and time will be displayed.
[Delete]	Select the temporary storage document to delete. The selected document will be deleted from the “Temporary Storage” list.
[Close]	Closes the “Temporary Storage” list.

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Common Job Settings

Scheduled Communication

Checks the progress of scheduled fax and internet fax transmissions proposed by using the machine's control panel. Current jobs can also be stopped.

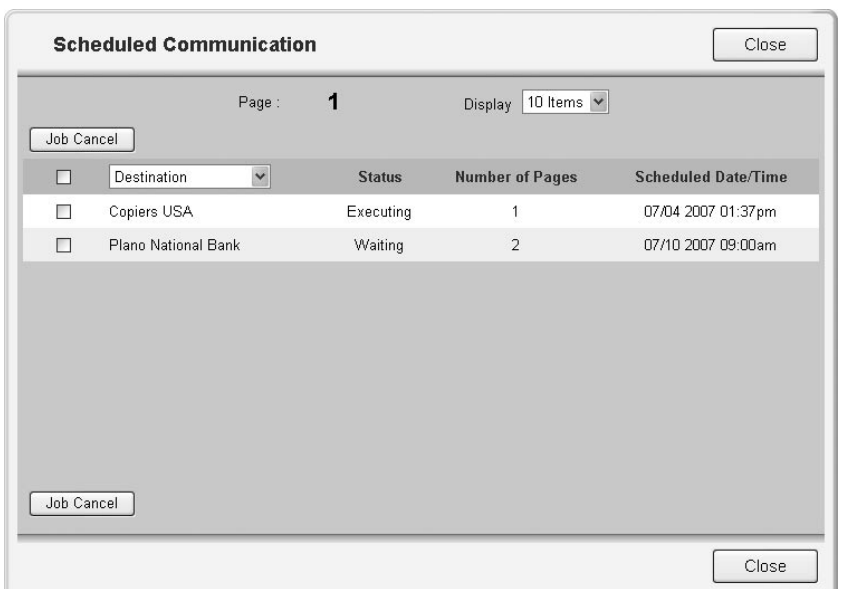
NOTE

- To check or cancel the transmissions using OfficeBridge screen, go to the "Personal Outbox" tab.
- To check or cancel the PC fax transmissions, go to the "Personal Outbox" tab.

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the "Options" tab.

3 Click [Scheduled Communication].
The "Scheduled Communication" list will appear.



Items	Descriptions
Page	Switches the page of the scheduled communication display. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
Display	Sets the number of commands displayed (10, 20, or all).

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Items	Descriptions
Destination	The destination's name or fax number or e-mail address will be displayed. When sending to multiple destinations, the [Broadcast Details] button will appear. When you click this, other destination information will be displayed. When you click the list button and select the address/sender, the scheduled communication displayed will be narrowed down by the address/sender.
Status	The current status of the scheduled communication will be displayed.
Number of Pages	The number of pages in the document being transmitted will be displayed.
Scheduled Date/Time	The date and time that the communication will start will be displayed.
[Job Cancel]	Check the communication you want to cancel and click this button. The cancel confirmation dialog box will appear. When you click [OK], the communication will be canceled and deleted from the list.
[Close]	Closes the "Scheduled Communication" list.

4 Click [Close].
The "Scheduled Communication" list will be closed.

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Print Job

You can cancel the print jobs displayed in the list.

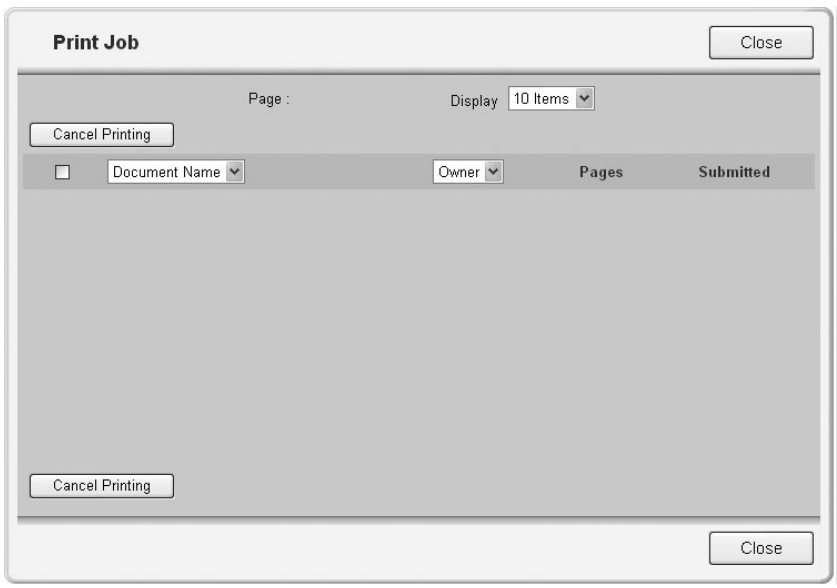
NOTE

- The "Security Print" jobs will be displayed only in the list of each user who executed them.
- To cancel the current print job, see "Cancelling a print job" in Chapter 7, "Printer Functions" in the *MFP User's Guide*.

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the "Options" tab.

3 Click [Print Job].
The "Print Job" list will appear.



Items	Descriptions
Page	Switches the page of the print job display. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
Display	Sets the number of print jobs displayed (10, 20, or all).
Document Name	The document file name will be displayed. When you click the list and select the document file name, the displayed print jobs are narrowed down by the name.
Owner	The name of the computer that executed the print job will be displayed. When you click the list button and select the computer name, the displayed print jobs are narrowed down by the computer name.

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Items	Descriptions
Pages	The number of pages printed will be displayed in the form “xx/xx” (where x is the number of pages).
Submitted	The date and time when the print job was submitted will be displayed.
[Cancel Printing]	Check the job you want to cancel and click this button. The cancel confirmation dialog will appear. When you click the [OK], printing will be canceled and the job will be deleted from the list.
[Close]	Closes the “Print Job” list.

4 Click [Close].
The “Print Job” list will be closed.

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Management Information

Device Settings

NOTE

You can always check the device Settings. Whether you can edit the setting, depends on the "Admin Tools" setting. To edit the setting, see Chapter 4 "Device Settings" on page 4-13.

Checking the device information

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the "Options" tab.

3 Click [Device Settings] and check the device settings.
The "Device Settings" dialog will appear.



Items	Descriptions
Device Name	The device name will be displayed.
Installation Location	The installation location name or the department where it is used (managed) etc. will be displayed.
System Options	The installed options will be displayed.
Network Connection	The current network communications speed and communications method will be displayed.
Telephone Line Status	The current telephone line status will be displayed.
Scanner	The current scanner status will be displayed.
Printer	The current printer status will be displayed.
Cassette	The current cassette status will be displayed.
Options	The attached optional unit names and their status will be displayed.

4 Click [Close] to close the dialog.

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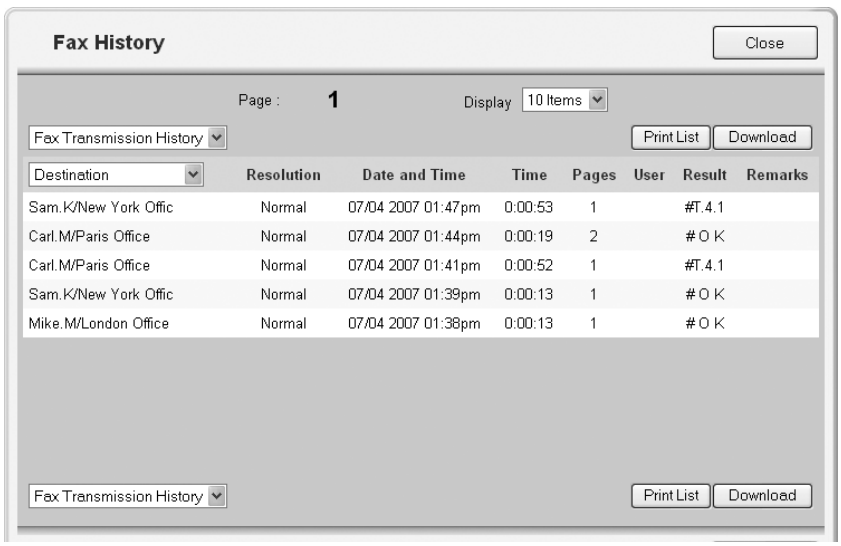
Fax History

Checks the history of sent and received faxes.

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the “Options” tab.

3 Click [Fax History].
The “Fax History” list will appear and the fax history can be checked.



Items	Descriptions
Page	Switches the page of the fax history display. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
Display	Sets the number of communications displayed (10, 20, or all).
Fax Transmission History	Select either “Fax Transmission History” or “Fax Reception History” as the fax history to be displayed.
Destination	The fax address/sender will be displayed. When you click the list button and select an address/sender, the displayed history will be narrowed down by the address/sender.
Resolution	The fax resolution will be displayed.
Date and Time	The transmission start time will be displayed.
Time	The duration of the fax transmission will be displayed.
Pages	The number of pages in the fax will be displayed.
User	The user name will be displayed.
Result	The transmission result will be displayed. For details on the items displayed, refer to the main unit’s user’s guide.

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Items	Descriptions
Remarks	The remarks will be displayed.
[Print List]	When you click this, the print confirmation dialog box will appear. When you click the [OK] button, the fax history will be printed from the machine.
[Download]	When you click this, the download confirmation dialog box will appear. When you click the [OK] button, the Windows download destination folder and file name dialog will be displayed. After specifying the folder to download to, enter the file name, then click [Save]. The fax history will be downloaded to the specified location in the computer in CSV format.
[Close]	Closes the "Fax History" list.

NOTE

- The fax history displays a maximum of 100 communications — transmissions and receptions. When the maximum number of faxes sent or received has been recorded, each time a new transmission/reception is added to the history, the oldest record will be deleted.
- The "Fax History" list can only be displayed. It cannot be edited.

4 Click [Close].
The "Fax History" list will be closed.

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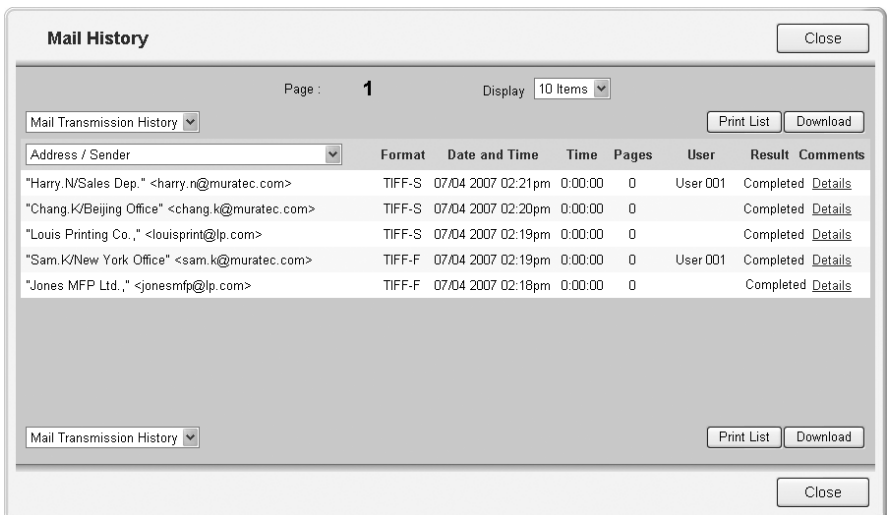
Mail History

Checks the history of sent and received e-mail.

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the “Options” tab.

3 Click [Mail History].
The “Mail History” list will appear and the e-mail history can be checked.



Items	Descriptions
Page	Switches the page of the e-mail history displayed. The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
Display	Sets the number of communications displayed (10, 20, or all).
Mail Transmission History	Select either “Mail Transmission History” or “Mail Reception History” as the mail history to be displayed.
Address/Sender	The destination of the e-mail transmission will be displayed. When you click the list button and select [Address/Sender], the displayed history will be narrowed down by the address/sender.
Format	The e-mail attachment file format will be displayed.
Date and Time	The transmission start time of the e-mail will be displayed.
Time	The e-mail transmission time will be displayed.
Pages	The number of pages in the e-mail will be displayed.
User	The user name will be displayed.

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Items	Descriptions
Result	The results will be displayed.
Comments	When you click “Details”, the destination, subject, and other detailed information for the e-mail will be displayed.
[Print List]	When you click this, the print confirm dialog box will be displayed. When you click [OK], the e-mail history will be printed on the machine.
[Download]	When you click this, the download confirmation dialog box will be displayed. When you click [OK], the Windows download destination folder and file name dialog will be displayed. After specifying the download folder, enter the file name, and click [Save]. The e-mail history will be downloaded to the specified location on your PC as a CSV file.
[Close]	Closes the “Mail History” list.

NOTE

- The e-mail history displays a maximum total of 100 communications — transmissions and receptions. When the maximum number of e-mails sent or received has been recorded, each time a new transmission/reception is added to the history, the oldest record will be deleted.
- The “Mail History” list can only be displayed. It cannot be edited.

4 Click [Close].
The “Mail History” list will be closed.

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Setup

File Name

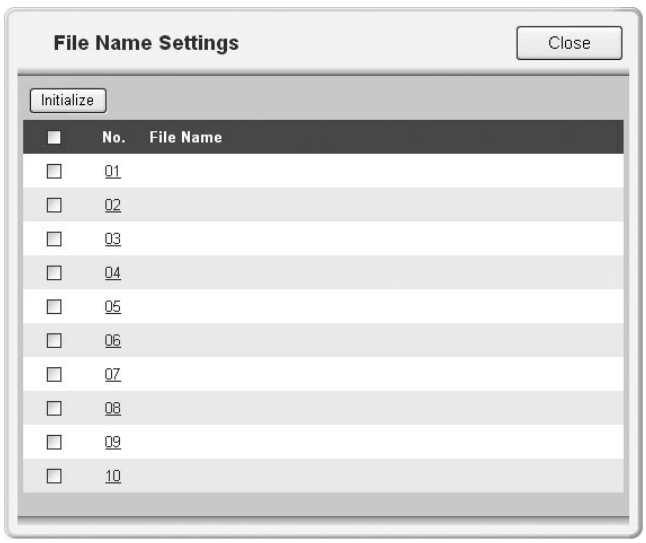
Register or edit a file name

You can pre-register up to 10 file names. The registered file names help the users to enter file names scanning from the machine.

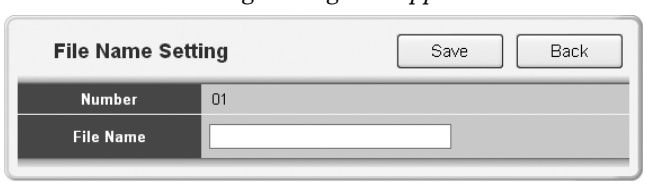
1 Start OfficeBridge and log in. (see page 2-11)

2 Click the “Options” tab.

3 Click [File Name].
The “File Name Settings” screen will appear.



4 To register a new file name, select an available location.
To edit a file name, click the desired file name.
The “File Name Setting” dialog will appear.



5 Enter or edit the file name, then click [Save].

NOTE

- The name may contain up to 100 characters.
- You cannot enter a space as the first letter of the file name.

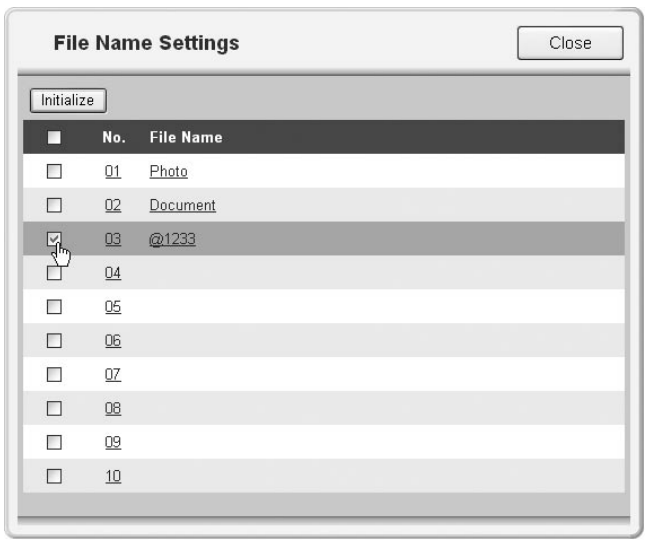
6 If you want to register or edit another file name, repeat procedures from step 3. Otherwise, click [Close] to finish.

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Deleting a file name

1 Repeat steps 1 through 3 in “Register or edit file name”.

2 Select the file name you want to delete.



3 Click [Initialize] to delete the file name.

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Category

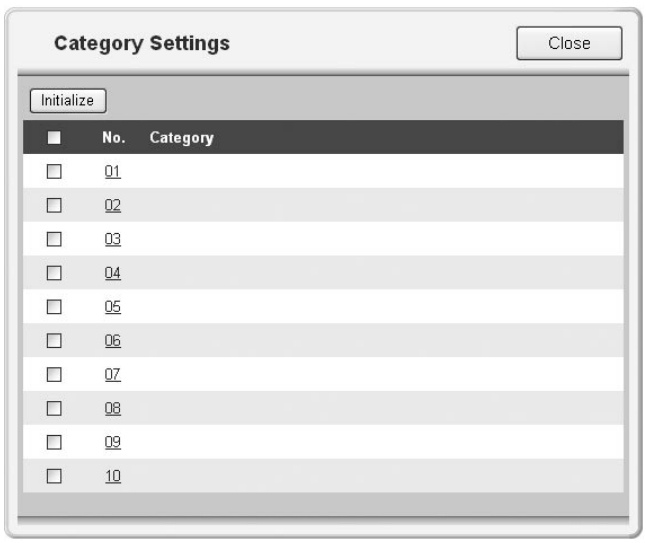
Register or edit a category name

You can pre-register up to 10 category names. The registered category names can be used for categorizing documents that users scan from the machine.

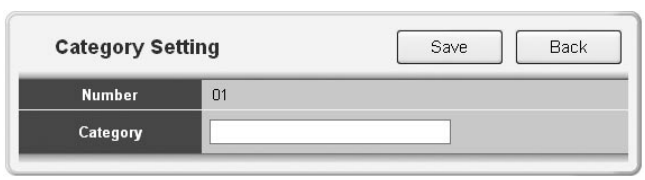
1 Start OfficeBridge and log in. (see page 2-11)

2 Click the "Options" tab.

3 Click [Category].
The "Category Settings" screen will appear.



4 To register a new category name, select an available location.
To edit a category name, click the desired category name.
The "Category Setting" dialog will appear.



5 Enter or edit the category name, then click [Save].

NOTE

- The name can contain up to 20 characters.
- You cannot enter a space as the first letter of the category.

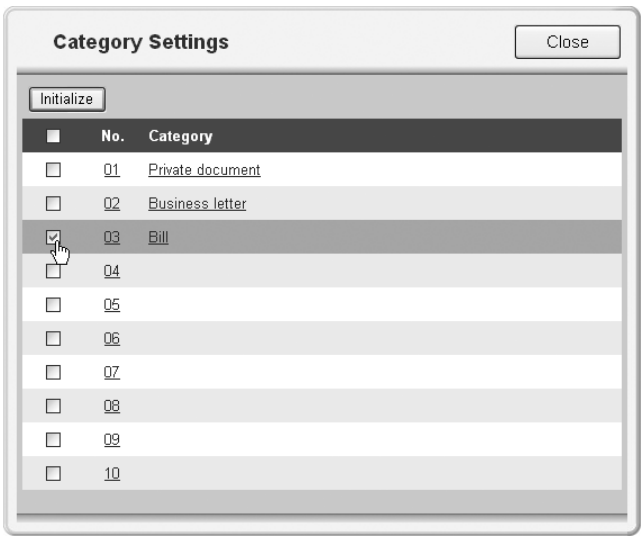
6 If you want to register or edit another category, repeat procedures from step 3. Otherwise, click [Close] to finish.

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Deleting a category name

1 Repeat steps 1 through 3 in “Register or edit category name”.

2 Select category name you want to delete.



3 Click [Initialize] to delete the category name.

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Network Configuration

Folder Shortcuts

Folder shortcuts allow you to browse folders when using Scan to Folder, Print on Demand functions or attaching files to transmissions.

There are two types of folder shortcuts you can create: Shared or Personal. The personal folder shortcuts are displayed on the LCD only when you display your personal settings, while shared folder shortcuts are viewable to all user.

You can register up to 300 folder shortcuts in total of shared and personal shortcuts.

NOTE

To register the folder as a shortcut, it should meet the following conditions:
- The folder name should not contain anything but ASCII code.
- The folder should be a shared folder or a folder under the shared folder.
- The shared folder's name should be within 12 characters.
- The full path (the total characters of folder name, file name and the file name extension) should be within 128 characters.

Creating Folder shortcuts

1 Start OfficeBridge and log in. (see page 2-11)

2 Click the "Options" tab.

3 Click [Folder Shortcuts].
The "Folder Shortcut Settings" screen will appear.



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4 Select either “Personal” or “Shared”.

5 Click [Add].
The “Folder Shortcut Settings” dialog appears.



Items	Descriptions
Shortcut Name	Enter the folder shortcut name.
Folder Path	Enter the exact folder path.
Folder Browse	If you do not know the exact folder path, select [Browse] to browse the network.
User Name	If the folder requires authentication, please enter the user name. If your machine is on a windows domain controlled network, add the domain name after the user name with an “@”, like “sam@dom_muratec.com”.
Password	If the folder requires authentication, please enter the user password.
Automatic Network Login	Select “On” or “Off” On: The authentication will be done automatically, when the User Name and Password are registered. Off: The User Name and Password will be required every time to access the folder.

6 Configure the settings, then click [Save].

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Editing Folder shortcuts

1 Repeat steps 1 through 3 in “Creating folder shortcut”.

2 Click either “Personal” or “Shared” to display the list of folder shortcuts you want to edit.

3 Click the Folder Shortcuts you want to edit.
The “Folder Shortcut Settings” dialog appears.



4 Edit the information and click [Save].

Deleting a folder shortcut

1 Repeat steps 1 through 3 in “Creating folder shortcut”.

2 Click either “Personal” or “Shared” to display the list of folder shortcuts you want to delete.



3 Select the folder shortcuts to delete, and click [Delete].

4 When prompted click [OK].

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FTP Shortcuts

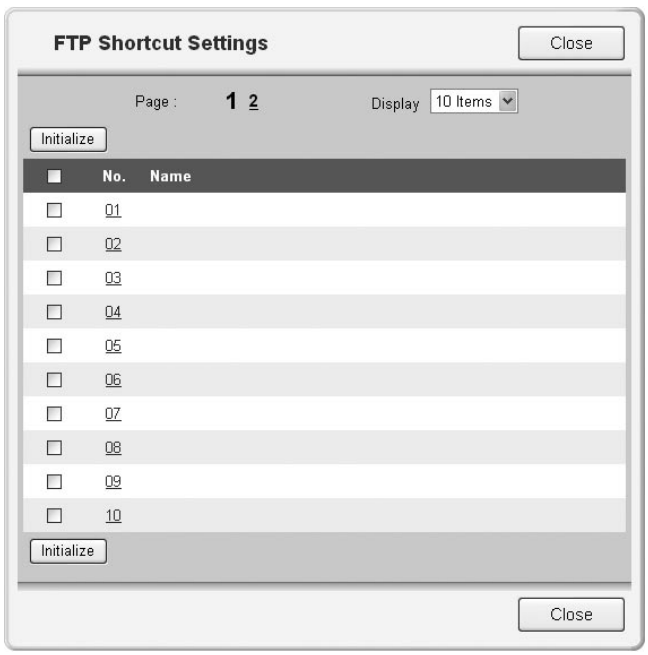
You can register up to 20 FTP shortcuts.

Creating or editing an FTP shortcut

1 Start OfficeBridge and log in. (see page 2-11)

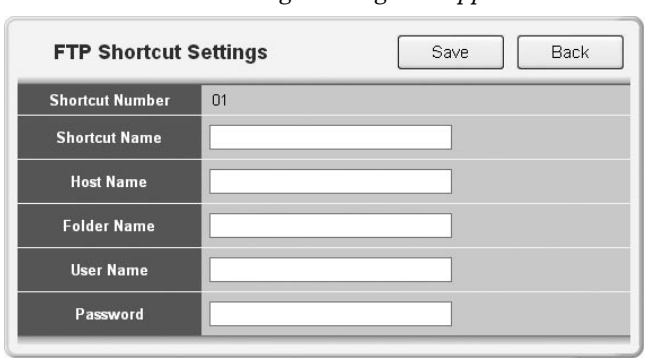
2 Click the "Options" tab.

3 Click [FTP Shortcuts].
A list of registered folder shortcuts will be displayed.



Items	Descriptions
No.	The FTP shortcut number.
Name	The registered FTP shortcut name.
[Initialize]	To delete an FTP shortcut, select the shortcut and click [Initialize].

4 Select the number (01 to 20) you want to create or edit.
The "FTP Shortcut Settings" dialog will appear.



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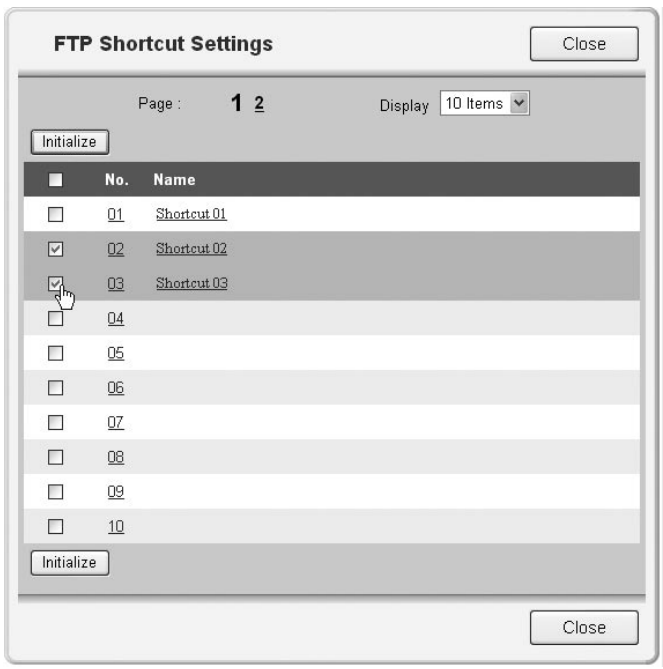
Items	Descriptions
Shortcut Name	Enter the shortcut name for identification purposes.
Host Name	Enter the FTP server name.
Folder Name	Enter the folder name on the FTP server.
User Name	Enter the user name for the FTP server.
Password	Enter the password for the FTP server.

5 Configure the settings, then click [Save].

Deleting an FTP shortcut

1 Repeat steps 1 through 3 in “Creating or editing an FTP shortcut”.

2 Select the FTP shortcut you want to delete.



3 Click [Initialize].

4 When prompted click [OK].

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Chapter 4

Using the Admin Tools

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Admin Tools Menu

<User Registration> ⇨ page 4-6

- [User Registration]
  Manages user registration.
- [Address Book]
  Registers destination information into the shared address book and shared groups.

<Common Job Settings> ⇨ page 4-12

- [Scheduled Communication]
  This is used for scheduling fax and e-mail communications and for canceling communications.
- [Print Job]
  This is used to view jobs being printed or spooled, as well as for canceling jobs.

<Management Information> ⇨ page 4-13

- [Device Settings]
  This is for checking device information on the machine.
- [Fax History]
  This is for checking the fax sending/receiving history.
- [Mail History]
  This is for checking the e-mail sending/receiving history.
- [User Access / Cost Accounting]
  This is for checking the machine usage (copy, fax, scan and print) for each user. When the cost for each function is entered in advance, the usage costs are also displayed. Printing or downloading is also available.

<Setup> ⇨ page 4-18

- [Initial Settings]
  This creates download settings (file format, etc.) and settings for temporary storage documents (document preservation period).
- [Scan Settings]
  This creates settings for the scan functions (document preservation period).
- [Personal Outbox]
  This creates settings for sent documents (document preservation period etc.).
- [Personal Inbox]
  This creates settings for inbox documents (document preservation period).
- [File Name]
  This creates a file name for document scanning.
- [Category]
  This creates a category name to classify the document.
- [Received Fax Forwarding]
  This creates settings for fax forwarding functions.
- [Public Inbox]
  This creates settings for the public inbox (public inbox function enable/disable, document hold time, etc.).
- [Bulletin Board]
  This creates settings for the bulletin board (posting period, automatic deletion, etc.).

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<Network Configuration> ⇨ ***page 4-31***

- [TCP/IP]
  This sets the network environment (IP address, subnet mask, etc.).
- [SMTP/POP]
  This sets the e-mail environment (e-mail addresses, servers, etc.).
- [E-mail Settings]
  This sets the sent document file format, e-mail template registrations, etc.
- [LDAP Settings]
  This creates settings for the LDAP (Light Directory Access Protocol) server.
- [Folder Shortcuts]
  This creates folder shortcuts.
- [FTP Shortcuts]
  This creates FTP shortcuts.
- [Archive Settings]
  This creates settings for archive.
- [SNMP Settings]
  This setting allows you to configure SNMP related items.
- [Network Filtering]
  This setting protects the machine from unauthorized access.
- [Machine Settings]
  Enter the copy default setting, scan default setting, fax setting or import/export the settings here.
- [Network Settings Code]
  Enter the protective pass code for the Admin Tools setting. Two kinds of protection are available: Read only or Read/Write.
- [Authentication Settings]
  This sets the authentication mode.

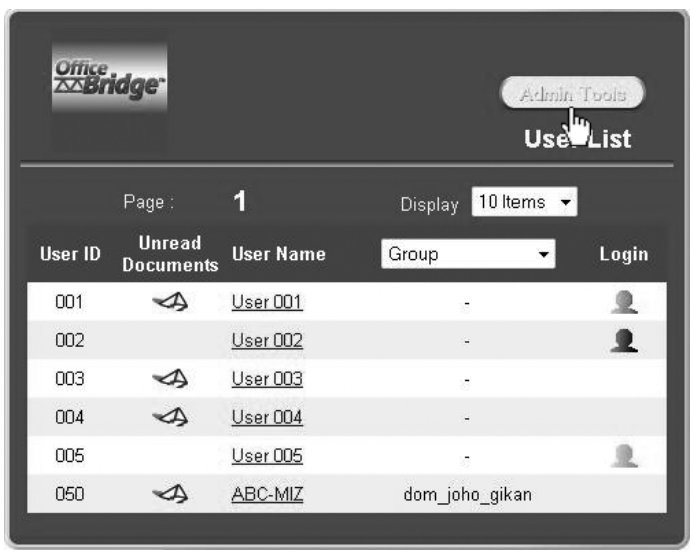
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Opening the Admin Tools

1 Enter your machine's IP address in the URL address field on your browser (for example, http://192.168.1.10/).
– or –
If you created the "OfficeBridge" shortcut on your desktop during installation, click it.

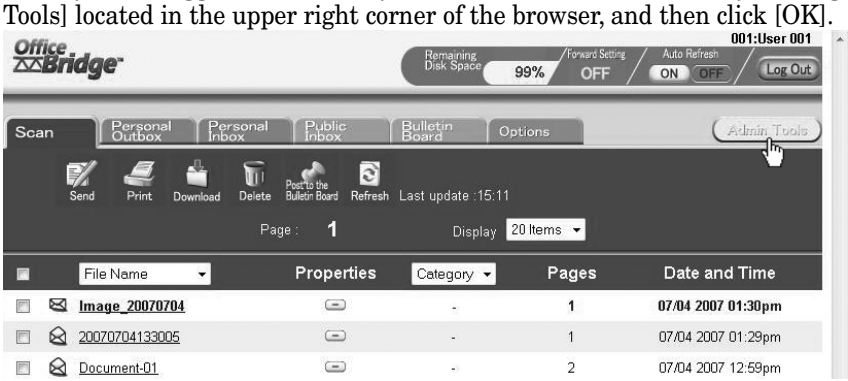


2 Click "Admin Tools".



NOTE

When you are logged in as a user, you can enter the Admin Tools by clicking [Admin Tools] located in the upper right corner of the browser, and then click [OK].

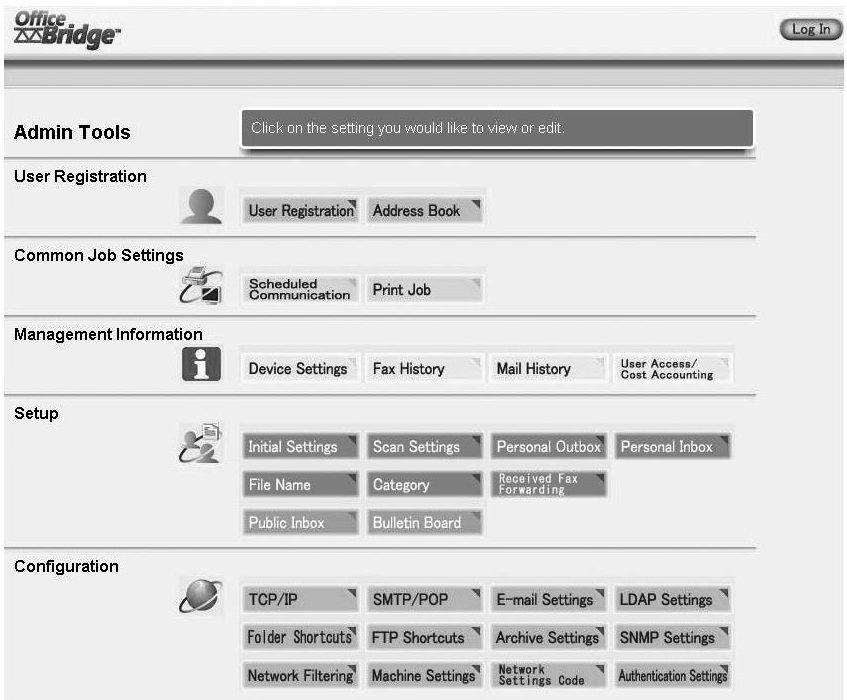


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3 When the Network Settings Code is required, enter the code and click [OK].



The "Admin Tools" screen will appear.



NOTE

If you do not access the Admin Tools for more than 30 minutes, you will be logged out the Admin Tools automatically.

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User Registration

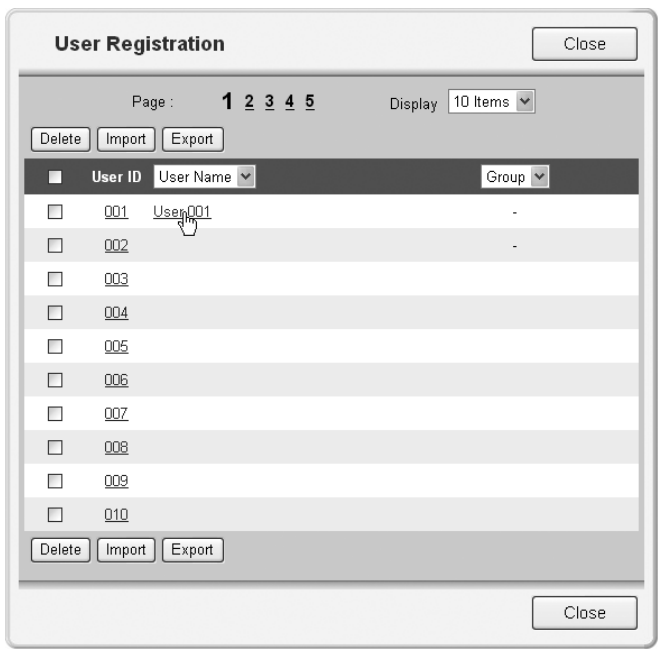
You can register up to 50 users and user groups. If you need to register more than 50 users or user groups, please contact your authorized Muratec dealer for memory upgrade.

User Registration

Register a new user

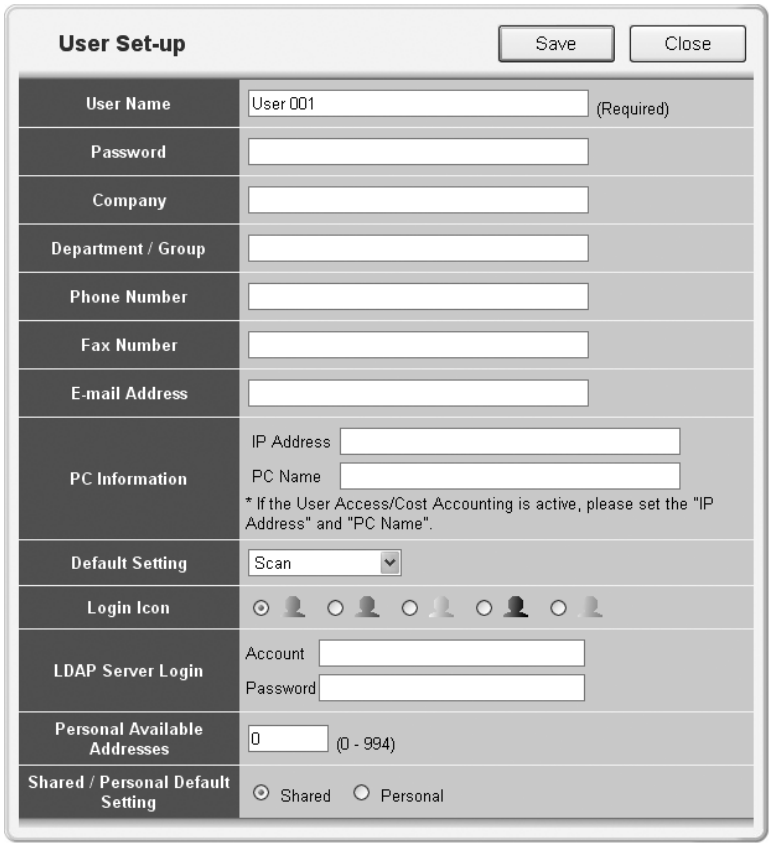
1 Open the "Admin Tools" screen. (see page 4-4)

2 Click [User Registration].
The "User Registration" screen will appear.



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3 Select the number you want to register.
The "User Set-up" dialog will appear.



Items	Descriptions
User Name *1 (required)	Enter the name of the "OfficeBridge" user. The user name may contain up to 30 characters.
Password *1	Enter the user password used to log in to "OfficeBridge". The password may contain up to 20 alphanumeric characters.
Company	Enter the user's company name. The company name may contain up to 50 characters.
Department/Group	Enter the name of the department or group name the user belongs to. The department/group may contain up to 100 characters.
Phone Number	Enter the user's telephone number. The phone number may contain up to 40 digits.
Fax Number	Enter the user's fax number. The fax number may contain up to 40 digits.
E-mail Address	Enter the user's e-mail address. This address will be displayed, if you send a fax or e-mail via OfficeBridge. The e-mail address may contain up to 50 alphanumeric characters.

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Items	Descriptions
Default Setting	Select the default tab that will be displayed when you log in to "OfficeBridge". **NOTE** • If there is an unread document after log in, the tab for that unread document will be displayed first. • If the "Public Inbox" function is disabled, the tab will not be displayed.
Login Icon	Select the color of the icon indicating an active user in the "User List" screen.
LDAP Server Login	Enter the Account name and password used to log in to the LDAP server.
Personal Available Address	Set maximum number of destinations that the user can register with the "Personal Address Book". **NOTE** • The maximum number that can be registered varies according to the memory capacity.
Shared / Personal Default Setting	Set which LCD screen you want to be displayed when you use the machine, either the shared screen or your personal screen.
[Save]	Saves the current settings and closes the dialog.
[Close]	Closes the dialog without saving.

*1: When the OfficeBridge user name and password are the same as the domain user name and password, the users can skip the OfficeBridge login operation when they are authorized by the Authentication mode on the machine.

NOTE

When the "User Access / Cost Accounting" setting for Print Mode is active, be sure to register the "PC Information" field. Otherwise, the machine will not print documents.

4 Enter the new user information, then click [Save].
The settings are registered and the "User Set-up" dialog will be closed.

5 If you want to register another user, repeat procedure from step 4.
Otherwise, click [Close] on the "User Registration" screen to finish.

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Changing user information

1 Repeat steps 1 and 2 in "Register a new user".

2 In the "User Registration" screen, click the user name you want to modify.
The "User Set-up" dialog will appear.

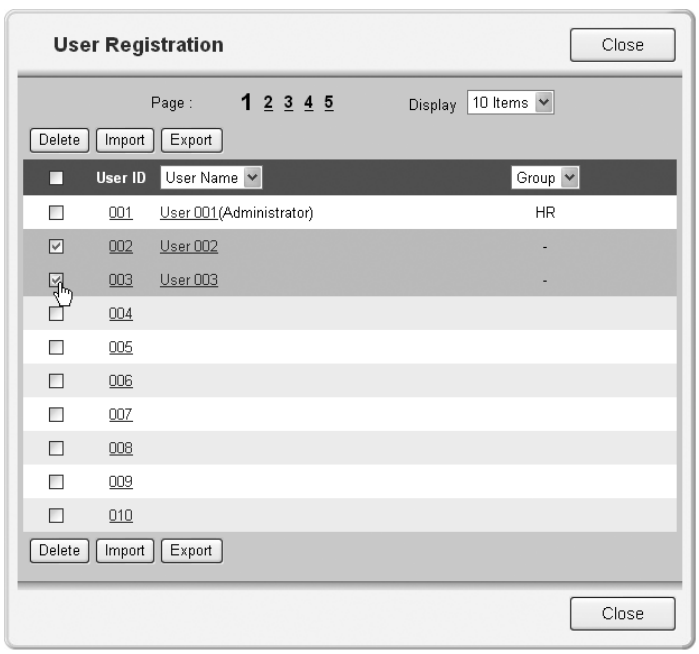
3 Modify items in the "User Set-up" dialog, then click [Save].
The settings are registered and the "User Set-up" dialog will be closed.

4 If you want to modify another user's information, repeat procedure from step 2. Otherwise, click [Close] on the "User Registration" screen to finish.

Deleting user information

1 Repeat steps 1 and 2 in "Register a new user".

2 In the "User Registration" screen, click the user you want to delete.



3 Click [Delete].
The deletion confirmation dialog box will appear.

4 Click [OK] to delete the selected user information.

5 Click [Close] to finish.

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Exporting/importing user information

You can export user information to vCard file format and import data from vCard file format.

The following items can be imported or exported:

"User Name", "Company", "Department /Group", "Phone number", "Fax number", and "E-mail Address"

Exporting user information

Converts the user information data to vCard file format and stores it on your computer.

1. Repeat steps 1 and 2 in "Register a new user".
2. In the "User Registration" screen, select the user(s) you want to export, and click [Export].
   Export confirmation dialog box will appear.
3. Click [OK].
   The Windows download destination folder and file name will be displayed.
4. Specify the folder and file name to save to, and click [Save].
   The data is converted to vCard file format and stored in a specified location.
5. If you want to export another user's information, repeat procedure from step 2. Otherwise, click [Close] on the "User Registration" screen to finish.

Importing user information

You can import data from a vCard file format as "OfficeBridge" user information data.

1. Repeat steps 1 and 2 in "Register a new user".
2. In the "User Registration" screen, click [Import].
   The "Import User Information" dialog box will appear.
3. Type the file location and file name you want to import. If you are not sure of the file location or file name, click [Browse].



4. Select "New" or "Overwrite" in "How to Import" field.
5. Click [Import].
   Import confirmation dialog box will appear.
6. Click [OK].
   The data will be imported.
7. Click [Close] in the "User Registration" screen to finish.

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Address Book

NOTE

From “Admin Tools”, you can only register the shared Address Book. To register the personal Address Book, see “Address Book” in Chapter 3.

The operation for the function is the same as in “Options”. See page 3-5 “Address Book” for operational instructions.

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Common Job Settings

Scheduled Communication

The operation for the function is the same as in “Options”. See page 3-15 “Scheduled Communication” for operational instructions.

Print Job

The operation for the function is the same as in “Options”. See page 3-17 “Print Job” for operational instructions.

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Management Information

Device Settings

NOTE

When the “Network Setting Code” is protecting the Device Settings, you can edit this function from Admin Tools only. Refer also to page 3-19 “Device Settings” in Chapter 3.

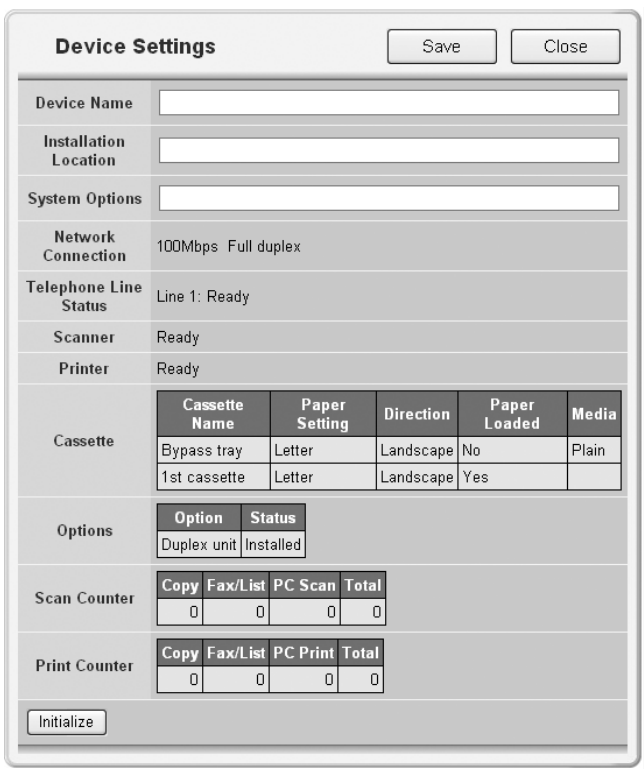
Registering device information

Registers specific device information to distinguish machines when multiple units have been installed.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [Device Settings]

The “Device Settings” dialog will appear.



Items	Descriptions
Device Name	Enter the name of the main unit in order to identify the device. The name may contain up to 40 characters.
Installation Location	Enter the location where the main unit is installed, the department where it is used (managed), etc. The location may contain up to 100 characters.

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Items	Descriptions
System Options	You may add options that have been installed, the configuration of these devices, etc. This may contain up to 200 characters.
Network Connection	The current network communications speed and communications method will be displayed.
Telephone Line Status	The current telephone line status will be displayed.
Scanner	The current scanner status will be displayed.
Printer	The current printer status will be displayed.
Cassette	The current cassette status will be displayed.
Options	The attached optional unit names and their status will be displayed.
Scan Counter	The total scanned pages will be displayed. The charge will be calculated using this value. Refer to the "Note" below.
Print Counter	The total printed pages will be displayed. The charge will be calculated using this value. Refer to the "Note" below.
[Initialize]	Initializes the value of device setting.
[Save]	Saves the current settings, and closes the dialog.
[Close]	Closes the "Device Settings" dialog.

NOTE

- If the machine is used for duplex printing, each side of the document will count as one print, which meaning a two-sided document counts as two prints.
- If the documents are legal-sized, the machine will count 5 pages for every 4 sheets.

3 Adjust the settings and select [Save] to register them.

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Fax History

The operation for the function is the same as in “Options”. See page 3-20 “Fax History” for operational instructions.

Mail History

The operation for the function is the same as in “Options”. See page 3-22 “Mail History” for operational instructions.

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User Access / Cost Accounting

You can check the machine usage (copy, fax, scan and print) for each user.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [Use Access / Cost Accounting]
The “User Access / Cost Accounting” list will appear.



Items	Descriptions
Page	The underlined numbers indicate pages that can be displayed; the number that is not underlined indicates the page currently being displayed.
Display	Sets the number of communications displayed (10, 20, or all).
Sorting Method	Select the order to display the list from “Sort by Index” or “Sort by Group”. Sort by Index : The list sorted by User ID. Sort by Group : The list sorted by Group.
Index	These are the OfficeBridge User ID.
Group	These are the registered Department/Group of the user.
Name	These are the registered user names.
Fax Time	The fax transmission time will be displayed.
Fax Charge	The charge per fax transmission. The transmitted pages are indicated in the parenthesis.
Copy Charge	The charge per copy. The copied pages are indicated in the parenthesis.
Scan Charge	The charge per scan. The scanned pages are indicated in the parenthesis.

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Items	Descriptions
Pring Charge	The charge per print. The printed pages are indicated in the parenthesis.
[Print]	When you click this, the print confirm dialog box will be displayed. When you click [OK], the list of the specified User Access/Cost Accounting will be printed from the machine.
[Print List]	When you click this, the print confirm dialog box will be displayed. When you click [OK], the list of User Access/ Cost Accounting will be printed from the machine.
[Download]	When you click this, the download confirmation dialog box will be displayed. When you click [OK], the Windows download destination folder and file name dialog will be displayed. After specifying the download folder, enter the file name, and click [Save]. The list will be downloaded to the specified location on your PC as a CSV file.
[Setting]	When you click this, you can modify the following. Setting: Click the box for each mode to activate the User Access/Cost Accounting setting for the mode. Cost: Enter the charge for each mode. Protect: To activate the counter protection, select [ON]. To set or reset the protection, the protect passcode will be needed To reset the counter, click [Counter Reset].

3 Click [Close].
The "User Access / Cost Accounting" list will be closed.

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Setup

You can setup the initial setting for each function.

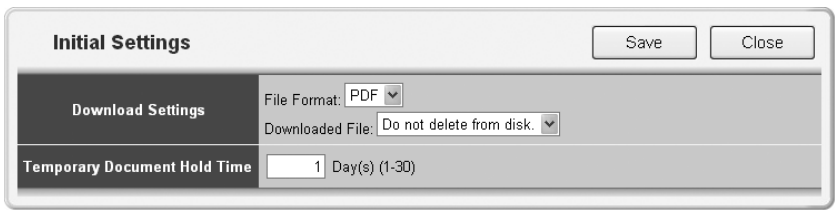
Initial Settings

In this dialog, you can set the initial setting of the “Document download” and “Temporary stored document hold time”.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [Initial Settings].

The “Initial Settings” dialog will appear.



Items	Descriptions
Download Settings	• “File Format” Select either “PDF” or “TIFF” as the file format for downloading files. • “Downloaded File” This selects whether or not to delete the file from the disk after it has been downloaded. To keep the file, select “Do not delete from disk”; to delete, select “Delete from disk”.
Temporary Document Hold Time	Select the preservation period of a temporary stored document from 1 to 30 days. You can see the list of temporary stored document by clicking [Temporary Storage] on the “Options” tab. **NOTE** • The date on which the setting is made is not included in the set number of days. For example, if the preservation period is set to 1 day, the document is preserved until the next day and at the start of the day after next, the document will be deleted. The default setting is 1 day.
[Save]	Saves the current settings and closes the dialog.
[Close]	Closes “Initial Settings” dialog.

3 Adjust the settings and select [Save] to register them.

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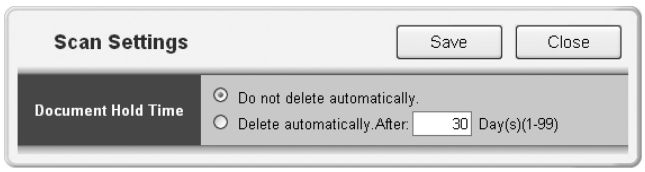
Scan Settings

You can set the retention period for scanned documents.

1 Open the "Admin Tools" screen. (see page 4-4)

2 Click [Scan Settings].

The "Scan Settings" dialog will appear.



Items	Descriptions
Document Hold Time	Select the retention period of scanned documents in the "Scan" tab. To hold the documents indefinitely, check "Do not delete automatically". To delete the documents after a certain retention period, check "Delete automatically" and specify the retention period from 1-99 days. **NOTE** • The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow. The default setting is "Do not delete automatically".
[Save]	Saves the current settings and closes the dialog.
[Close]	Closes the "Scan Settings" dialog.

3 Adjust the settings and select [Save] to register them.

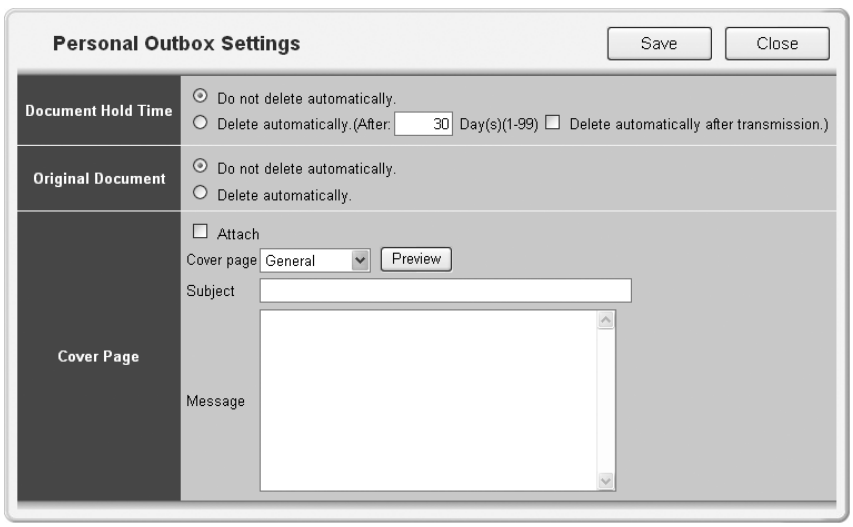
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Personal Outbox settings

You can set the initial setting of the Personal Outbox settings.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [Personal Outbox].
The “Personal Outbox Settings” dialog will appear.



Items	Descriptions
Document Hold Time	Set whether or not to delete the documents automatically on the “Personal Outbox” tab. To disallow automatic document deletion, check “Do not delete automatically”. To delete automatically, check “Delete automatically” and set the retention period from 1 to 99 days or set to “Delete automatically after transmission.” **NOTE** • The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow. The default setting is “Do not delete automatically”.
Original Document	Select whether or not to delete the original document automatically from its original tab when it is sent to the “Personal Outbox” tab.

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Items	Descriptions
Cover Page	Set the default setting of the “Cover page” settings on the “Fax Transmission Settings” dialog on page 2-20. • “Attach” Check when setting for a cover page to be attached. • “Cover Page” Select the default cover page format when attaching a cover page. You can preview the selected cover page by clicking the [Preview]. • “Subject” Enter the default subject when attaching a cover page. The subject can contain up to 80 characters. • “Message” Enter the default message when attaching a cover page. The message can contain up to 1,024 characters.
[Save]	Saves the current settings and closes the dialog.
[Close]	Closes the “Personal Outbox Settings” dialog.

3 Adjust the settings and select [Save] to register them.

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Personal Inbox settings

You can set the initial setting of the Personal Inbox setting.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [Personal Inbox].
The “Personal Inbox Settings” dialog will appear.



Items	Descriptions
Document Hold Time	Sets whether or not to delete received documents automatically. To disallow automatic deletion, check “Do not delete automatically”. To delete the documents automatically, check “Delete automatically” and set the retention period to from 1 to 99 days. **NOTE** • The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow. The default setting is “Do not delete automatically”.
[Save]	Saves the current settings and closes the dialog.
[Close]	Closes the “Personal Inbox Settings” dialog.

3 Adjust the settings and select [Save] to register them.

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File Name

The operation for the function is the same as in “Options”. See page 3-24 “File Name” for operational instructions.

Category

The operation for the function is the same as in “Options”. See page 3-26 “Category” for operational instructions.

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Received Fax Forwarding

This sets the automatic distribution of faxes and e-mails received into the Public Inbox.

NOTE

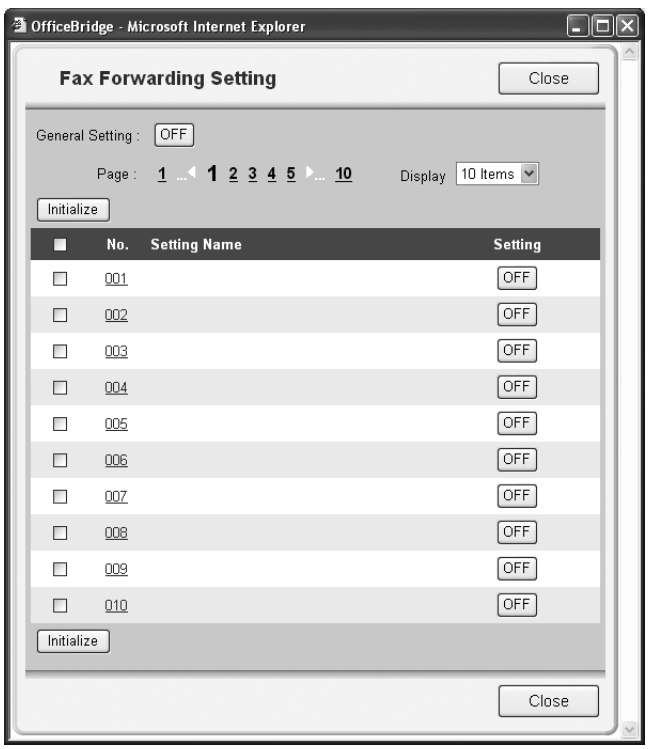
Regarding the forwarding setting of the document received to the “Personal Inbox”, see “Forwarding Settings” on page 3-12.

Creating or editing distribution rules

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [Received Fax Forwarding].

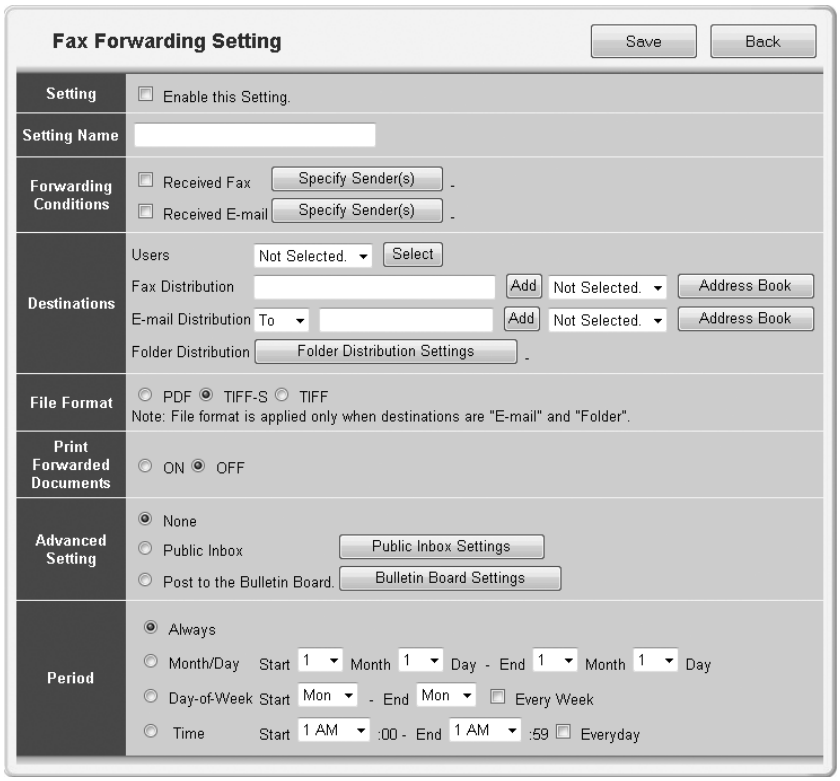
The “Fax Forwarding Setting” dialog will appear.



Items	Descriptions
General Setting	Select whether to enable the Forwarding feature. You can toggle “ON” or “OFF” by clicking the button. When this setting is “OFF”, the forwarding feature does not function even though each forwarding setting is “ON”. **NOTE** • To turn this button to “ON”, at least one forwarding setting must be registered.
Setting	Select whether to enable the forwarding setting. You can change “ON” or “OFF” by clicking the button.
[Initialize]	Clears the selected forwarding setting.

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3 To register a new distribution rule, click the number that does not contain a distribution rule. To edit a distribution rule, click the desired distribution rule.
The "Fax Forwarding Setting" dialog will appear.



Items	Descriptions
Setting	Select whether to enable the setting you have configured. Check this box to enable the setting. **NOTE** • When this is disabled, the settings are invalid even if they are set.
Setting Name	When making multiple distribution settings, this sets a name for identifying a distribution setting. The name can contain up to 30 characters.
Forwarding Conditions	Select the forwarding check box. If you want to allow forwarding to a specified sender only; (1) click [Specify Sender(s)], (2) enter the detail conditions, (3) click [Save]. **NOTE** • When the machine receives an e-mail that contains the forwarding request to a fax, it will be handled by the setting of "When mail that requests fax forwarding is received" on the "E-mail Settings" (see page 4-37) rather than this setting.

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Items	Descriptions
Destinations	Select the distribution destination. The received fax or e-mail will be distributed to all destination specified here. • **To specify the "OfficeBridge" users** (1) Click [Select]. (2) Select the user or user group from the "Destination" dialog box. (3) Click [Add]. (4) Click [Save]. • **To specify the fax number** (1) Enter the fax number directly. (2) Click [Add]. Up to 3 fax destinations can be entered directly. – or – If the destination is registered in the Address Book, (1) Click [Address Book]. The "Destination Settings" dialog will appear. (2) Select the destination. (3) Click [Add]. (4) Click [Save]. **NOTE** To change or delete fax destination: (1) Click the [Address Book] (2) Modify the contents of the "Destination Settings" dialog, then click [Save]. • **To specify an e-mail address** (1) Select the "To", "Cc", or "Bcc". (2) Enter the e-mail address directly. (3) Click [Add]. Up to 3 e-mail addresses can be entered directly. – or – (1) Click [Address Book]. *The "Destination Settings" dialog will appear.* (2) Select the destination. (3) Select "To", "Cc", or "Bcc". (4) Click [Add]. (5) Click [Save]. **NOTE** To change or delete e-mail destination: (1) Click the [Address Book] (2) Modify the contents of the "Destination Settings" dialog, then click [Save].

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Items	Descriptions
Destinations	• **To specify a Windows shared folder** (1) Click [Folder Distribution Settings]. (2) Enter the folder path. If necessary, enter the domain user name and password to access it. – or – If the folder shortcut is registered, (1) Click [Folder Distribution Settings]. (2) Click [Shortcut List]. (3) Select the folder shortcut. (4) Click [Add]. (5) Click [Save]. **NOTE** To change or delete the folder destination: (1) Click [Folder Distribution Settings]. (2) Modify the contents of the "Folder Distribution Settings" dialog, then click [Save].
File Format	Select the file format ("TIFF-S", "TIFF-F" or "PDF") when forwarding the documents by e-mail attachments or distributing the document to folders.
Printing Forwarded Documents	Select whether or not to print the distributed document on the machine. When printing, check "ON", when distributing without printing, check "OFF".
Advanced Setting	Set this when distributing a received document as a public received document or bulletin board document. Click the button corresponding to the function you want to set, then set the items of the setting dialog. You can enable one of these settings. To disable the advanced setting, check "None". **NOTE** In order to distribute the document to the Public Inbox, it is necessary to enable the Public Inbox.
Period	Select the distribution period for the received document. To specify the distribution period, click one of the following and set the period. To always distribute the document, click "Always". • Always • Month/Day • Day-of-week • Time
[Save]	Saves the current settings and closes the dialog.
[Back]	Closes the "Fax Forwarding Setting" dialog.

4 Adjust the settings and select [Save] to register them.

5 Click [Close] to finish.

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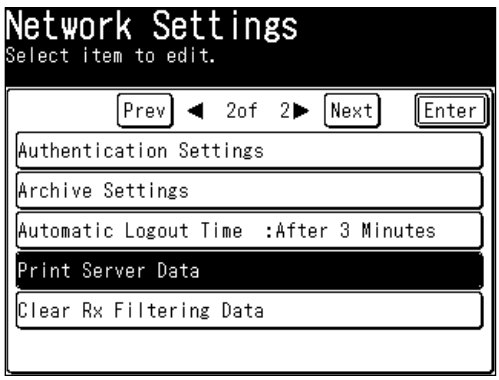
Forced printing of received documents

In case you are unable to read received documents on your computer because OfficeBridge is not accessible, and the received documents are not set to printout, the received document can be forced to print by following this procedure on the machine.

1 Press <Setting> on the control panel, then [Management], [Network Settings].

2 Use the numeric keys to enter the Network Setting Code, and then press [Enter]. If the code is not set, skip to step 3.

3 Press [Next], then [Print Server Data].



4 Press [Yes].

The machine will print all documents that have been received into memory.

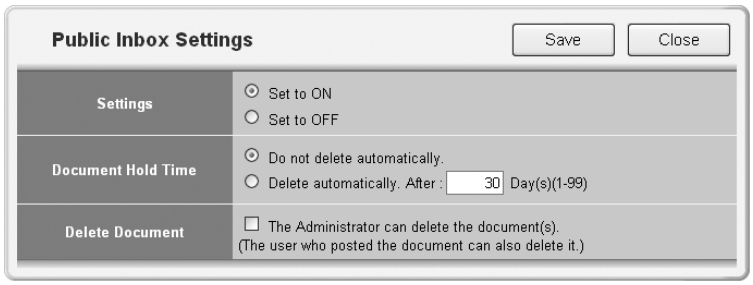
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Public Inbox

You can set the initial Public Inbox settings.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [Public Inbox Settings].
The “Public Inbox Settings” dialog will appear.



Items	Descriptions
Settings	Select whether to enable the use of the “Public Inbox” function. When it is set to “Off”, the “Public Inbox” tab disappears and the “Public Inbox” function will be disabled.
Document Hold Time	Select the retention period of documents received in the “Public Inbox”. To hold indefinitely, check “Do not delete automatically”. To delete the documents after a certain retention period, check “Delete automatically” and specify the preservation period to from 1 to 99 days. **NOTE** • The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow. The default setting is “Do not delete automatically”.
Delete Document	Select whether or not administrator authorization is required to delete documents in the “Public Inbox”. When “Administrator password required” is checked, only the administrator can delete document from the “Public Inbox” tab.
[Save]	Saves the current settings and closes the dialog.
[Close]	Closes the “Public Inbox Settings” dialog.

3 Adjust the setting and select [Save] to register them.

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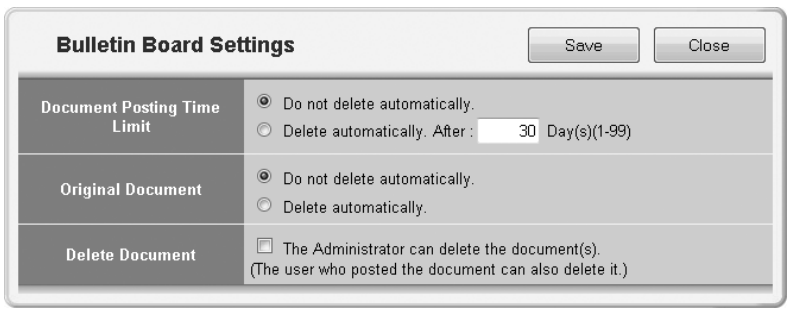
Bulletin Board

You can set the default Bulletin Board settings.

1 Open the "Admin Tools" screen. (see page 4-4)

2 Click [Bulletin Board].

The "Bulletin Board Settings" dialog will appear.



Items	Descriptions
Document Posting Time Limit	Select the retention period of the documents posted on the "Bulletin Board". To post indefinitely, check "Do not delete automatically". To delete after a certain retention period, check "Delete automatically" and specify the preservation period to from 1 to 99 days. **NOTE** • The retention period does not include the present day. So if you select one day, the document would be deleted at 12:01 a.m. the day after tomorrow. The default setting is "Do not delete automatically".
Original Document	Select whether or not to delete the document automatically from its original tab when it is posted to the "Bulletin Board" tab.
Delete Document	Select whether the administrator, in addition to the poster, can delete the posted documents. To enable this, check "The administrator can delete the document(s)".
[Save]	Saves the current settings and closes the dialog.
[Close]	Closes the "Bulletin Board Settings" dialog.

3 Adjust the setting and select [Save] to register them.

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Network Configuration

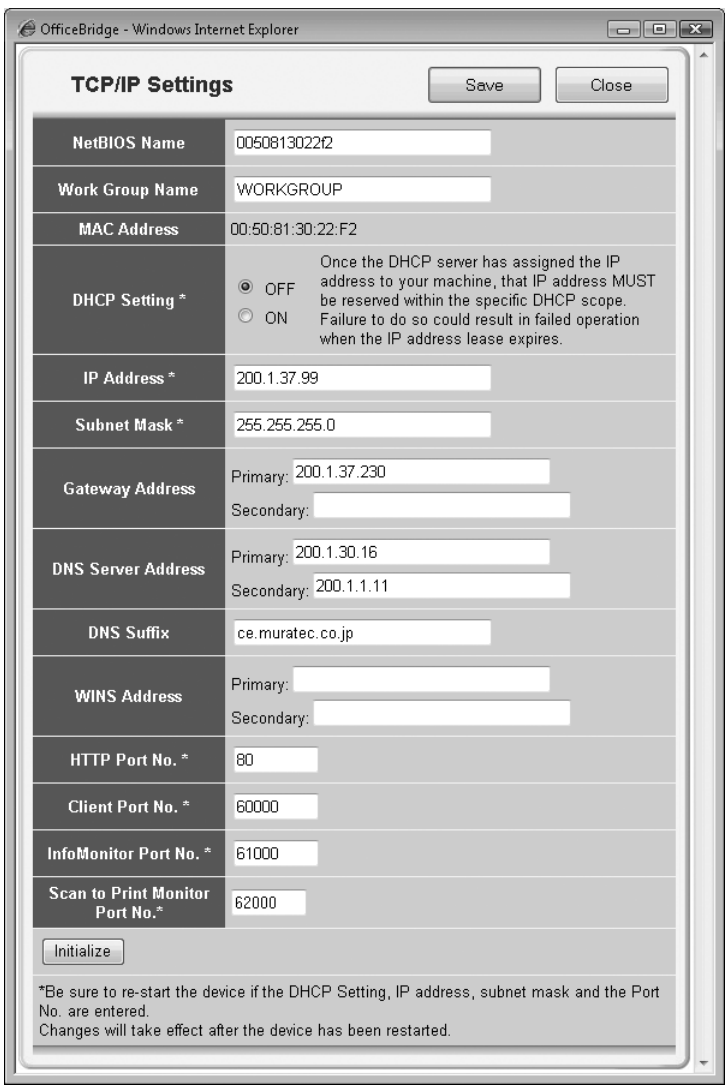
TCP/IP settings

This sets the network environment for viewing received faxes and e-mails on a PC or when using the machine as a printer.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [TCP/IP].

The “TCP/IP Settings” dialog will appear.



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Items	Descriptions
NetBIOS Name	Enter the NetBIOS name. • A NetBIOS name can contain up to 15 alphanumeric characters and the "–" symbol with no blank spaces. • The NetBIOS name must be unique on the network.
Work Group Name	Enter the name of the workgroup to which your machine belongs. If there is not a workgroup on your network, create a workgroup in Windows. A domain name cannot be used as a workgroup name. • If there is not a workgroup on your network, create a new workgroup by typing a new name that contains up to 15 characters. The name cannot include symbols and blank spaces. The name can include alphanumeric and the following symbols: ! @ # $ % ^ & ( ) – _ ` { } . ~ Consult with your network administrator before creating a new workgroup. • A domain name cannot be used as a workgroup name. • The NetBIOS name must be unique on the network.
Mac Address	Shows the Mac Address.
DHCP Setting	If a DHCP server is installed on your network, select "ON". After rebooting the machine, an IP address and Subnet Mask will be automatically assigned by the DHCP server. According to the DHCP server setting, a primary gateway address and primary DNS server address may be assigned as well. If your network is not using DHCP, select "OFF". **IMPORTANT:** •Once the DHCP server has assigned the IP address to your machine, that IP address MUST be reserved within the specific DHCP scope. Failure to do so could result in failed operation when the IP address lease expires. •After an IP address is assigned to your machine, please turn the DHCP setting to "OFF".
IP Address	Enter the IP address of your machine.
Subnet Mask	Enter the IP address for the subnet mask.
Gateway Address	Enter the IP address of the gateway.
DNS Server Address	Enter the IP address of the DNS server.
DNS Suffix	Enter the DNS suffix.
WINS Address	Enter the IP address of the WINS server.
HTTP Port No.	Select the HTTP port number for connecting the optional "OfficeBridge Expansion Kit" from your web browser. Normally, set to "80".

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Items	Descriptions
Client Port No.	Select the UDP port number used for automatically searching “OfficeBridge” when installing the “OfficeBridge” printer. Normally, set to “60000”.
InfoMonitor Port No.	Select the UDP port number used when “OfficeBridge” sends notification of newly arrived faxes etc. to “InfoMonitor”. Normally, set to “61000”.
Scan to Print Monitor Port No.	To use the “Scan to Print Monitor” function, enter the same port number with “Scan to Print Monitor” here. Normally, set to “62000”.
[Initialize]	Initializes the TCP/IP settings. The settings will return to the factory default setting.

3 Configure the settings, then click [Save] to save the settings.

4 If you entered or changed the “DHCP Setting”, “IP Address”, “Subnet Mask”, “HTTP Port No.”, “Client Port No.” or “InfoMonitor Port No.”, reboot the machine to activate the new settings. To reboot the machine, press [OB Shutdown] and turn the machine “Off” and after three or more seconds, turn the machine back “On”.

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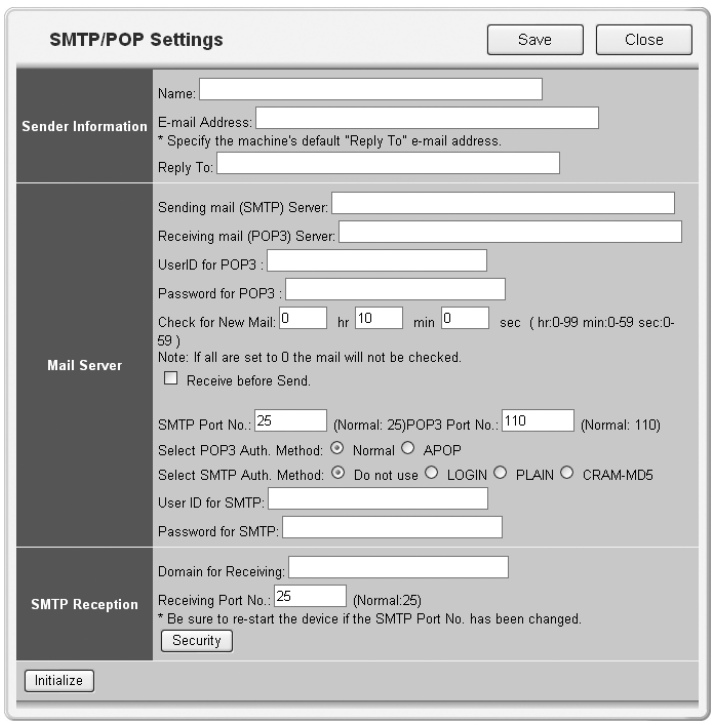
SMTP/POP server settings

This sets the e-mail sending/receiving environment.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [SMTP/POP].

The “SMTP/POP Settings” dialog will appear.



Items		Descriptions
Sender Information	Name	Enter the name that is displayed in the sender field (“From” field) when sending e-mail. Up to 40 characters can be registered.
	E-mail Address	Enter the e-mail address that is assigned to your machine. Up to 50 characters can be registered.
	Reply To	If you want the “Reply to:” address to be different than the address entered in the “E-mail Address” field, enter the address here. The address will be added to the header attached with “Reply To:”. Up to 50 characters can be registered. **NOTE** • This field can be entered, only when the “E-mail Address” field has been entered.

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Items		Descriptions
Mail Server	Sending mail (SMTP) Server	Enter the domain name or IP address of the SMTP server used for sending e-mail. When entering a domain name, you can enter up to 50 characters.
	Receiving mail (POP3) Server	Enter the domain name or IP address of the POP3 server used for receiving e-mail. When entering a domain name, you can enter up to 50 characters. **NOTE** • Even if the SMTP server and the POP3 server are the same server, set both.
	User ID for POP3	Enter the user ID for the POP3 server. Up to 50 characters can be registered.
	Password for POP3	Enter the password for the POP3 server. Up to 50 characters can be registered.
	Check for New Mail	Set the interval at which the mail server is checked for new mail. The minimum value is 5 seconds and the maximum is 99 hr 59 min 59 sec. The default setting is 10 min. If you want to check for mail manually, set all of these values to "0". In this case, you can receive an arrived e-mail by the following procedures. <Receiving e-mail manually> 1. Press <FAX> on the control panel of your machine. 2. Press [Others] on the display. 3. Press [Next] to show the next screen. 4. Press [Check Mail].
	Receive before Send	For some providers, POP authentication is required before sending (send request to SMTP server). In this case, check this item.
	SMTP Port No.	Enter the SMTP port number. (0–65535) Normally, set to "25".
	POP3 Port No.	Enter the POP port number. (0–65535) Normally, set to "110".
	Select POP3 Auth. Method	APOP (Authenticated POP) is a POP security protocol that encrypts the POP password when connecting with the POP server. If APOP is available on the POP server you are using, select "APOP". Otherwise, select "Standard".
	Select SMTP Auth. Method	Select the SMTP authentication method if the SMTP server you are using requires authentication.

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Items		Descriptions
Mail Server	User ID for SMTP	Enter the user ID for the SMTP server, if necessary. You can enter up to 50 characters.
	Password for SMTP	Enter the password for the SMTP server, if necessary. You can enter up to 50 characters.
SMTP Reception	Domain for Receiving	When receiving mail with SMTP from the mail server, this sets the accepting domain name. SMTP reception is not possible unless this is set. You can enter up to 50 characters.
	Receiving Port No.	Input the SMTP port number. Normally, set to “25”.
	[Security] button	You can register up to five computer IP addresses or domains of clients allowed to receive. Click the [Security] button, then register in the “Security Settings” dialog.
[Initialize]	Initializes the SMTP/POP settings. The settings will return to the factory default setting.	
[Save]	Saves the current settings and closes the dialog.	
[Close]	Closes the “SMTP/POP Settings” dialog.	

3 When you are finished, click [Save] to save the settings.

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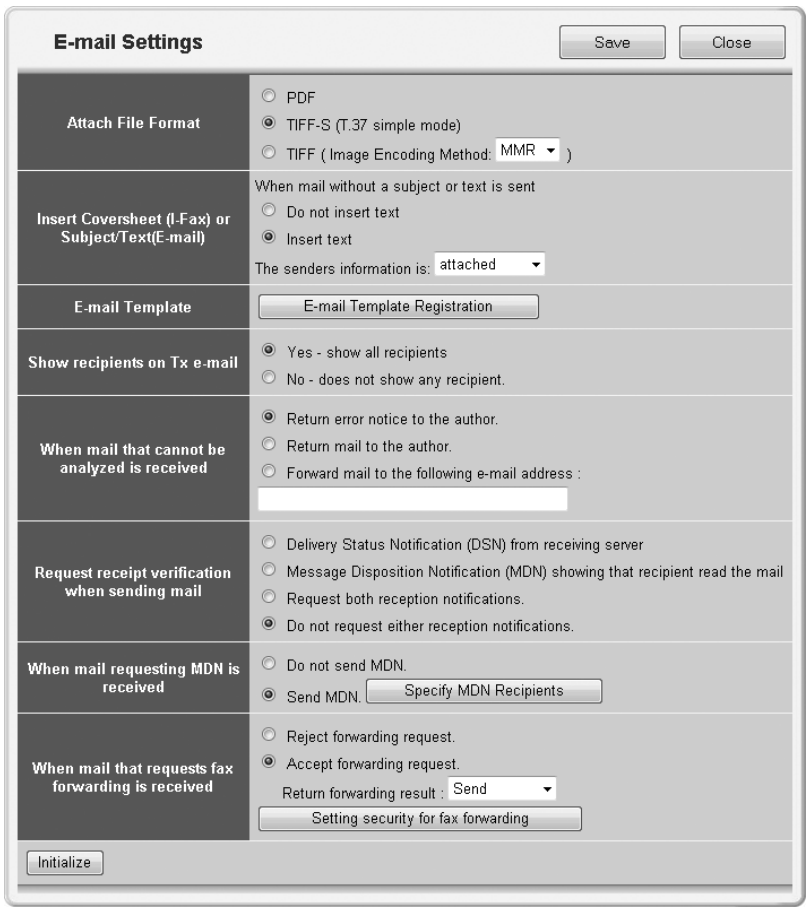
E-mail Settings

This sets the operation environment for convenient e-mail usage.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [E-mail Settings].

The “E-mail Settings” dialog will appear.

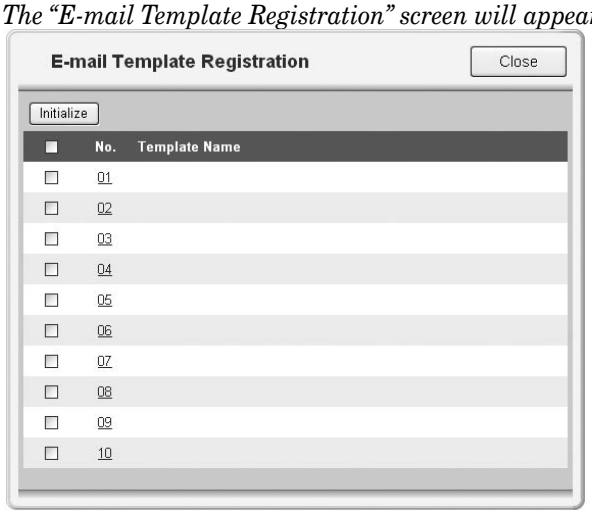
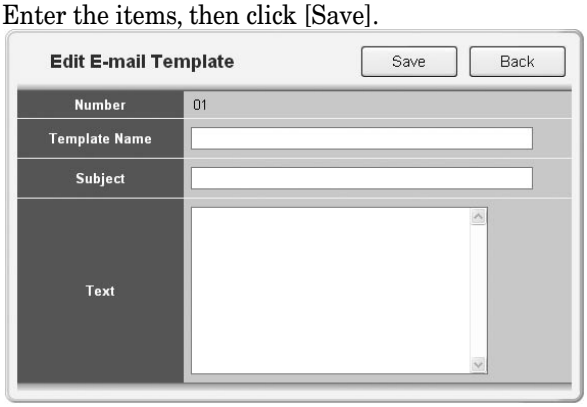


3 Configure the settings, then click [Save] to save the settings.

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Items	Descriptions
Attach File Format	Select whether to convert the documents into a “PDF”, “TIFF-S” or “TIFF” format when sending an e-mail. •PDF The document is converted into PDF format. However, a PDF file can only be transmitted to an e-mail inbox. •TIFF-S (ITU-T T.37 simple mode) The document is converted into a TIFF format based on T.37 simple mode. T.37 is an international standard for Internet faxing. When a document is sent in simple mode format, it can be received normally by other Internet fax devices. However, all attached documents are converted to A4 size and 200 dpi resolution. •TIFF (ITU-T T.37 full mode) The document is converted into a TIFF format and is sent at the original document size and resolution selected during scanning. “TIFF Image Encoding Method” sets the image encoding method for sending documents with “TIFF”. Select “MH”, “MR”, “MMR”, or “JBIG”. **NOTE** • This setting is effective only for e-mail sent from the PC. For the attached file format of e-mail sent from the machine, you should set it using the machine’s control panel. • However, the “TIFF Image Encoding Method” setting is effective for both e-mail sent from PC and machine.
Insert Coversheet (I-Fax) or Subject/Text (E-mail)	Select whether to attach the following subject line and text message automatically into an e-mail, when these items are not filled in by the user. *Subject: E-mail Message* *Text: This is an e-mail message.* *Please see the file attached.* When “Insert text” is selected, you can also select whether to add the sender information to the text. The sender information can be stored in “SMTP/POP Server Settings” dialog (see page 4-34). **NOTE** • This setting is effective only for e-mail sent from the PC. However, “The sender information” setting is effective for both e-mail sending from PC and machine.

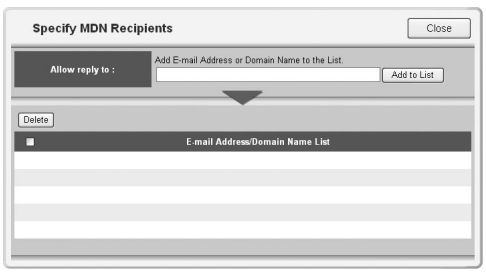
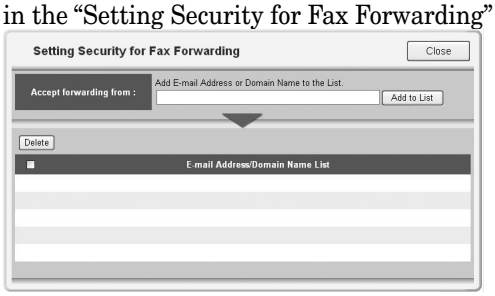
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Items	Descriptions
E-mail Template	Up to 10 e-mail templates can be registered for sending. Registered e-mail templates can be accessed from the machine when sending an e-mail. To register or edit an e-mail template: (1) Click [E-mail Template Registration]. *The "E-mail Template Registration" screen will appear.*  (2) To register a new template, click a number that does not contains the template. To edit the template, click the template name you want to edit. *The "E-mail Template" dialog will appear.* (3) Enter the items, then click [Save]. 
Show recipients on Tx e-mail	Select whether or not to write the e-mail destination information (To and Cc) in the e-mail header. If an e-mail containing a large file size is broadcast to multiple addresses, some SMTP servers may not accept the e-mail transmission. If this happens, select "No – does not show any recipient".

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Items	Descriptions
When mail that cannot be analyzed is received	In some cases, received e-mail cannot be printed correctly due to the format of the received file. This mode allows you to either return an error message to the sender or have the message forwarded to another inbox. • **Return error notice to author** Returns an error notice to the author. • **Return mail to author** Returns the original e-mail to the author. • **Forward mail to the e-mail address:** Forwards the e-mail to another e-mail address without returning it to the author. You can set just one e-mail address where to forward the e-mail that can not be analyzed. Enter the e-mail address within 50 characters.
Request receipt verification when sending mail	Select whether to request the receiver for delivery check (DSN) or reading check (MDN) when sending e-mail. •**Delivery Status Notification (DSN) from receive server** Requests a delivery confirmation. •**Message Disposition Notification (MDN) showing that recipient read the mail** Requests a read receipt. •**Request both reception notifications** Requests both a delivery confirmation and a read receipt. •**Do not request either reception notifications** The delivery notification and read receipt will not be requested. **NOTE** • Some mail servers and e-mail reception software will not respond to these requests.

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Items	Descriptions
When mail requesting MDN is received	Select whether to return a MDN (Message Disposition Notification) when the received e-mail requests an MDN. • **Do not send MDN** Not reply a MDN. • **Send MDN** Reply a MDN. **[Specify MDN Recipients]** Set this to reply to MDN only from specific e-mail addresses or domain names. Click the [Specify MDN Recipients], then register e-mail addresses or domain names. Up to five can be registered.  **NOTE** • If you check “Send MDN”, but do not set the “Specify MDN Recipients”, MDN replies are sent to all e-mail requesting them.
When mail that requests fax forwarding is received	Select whether or not to honor requests for forwarding received e-mail as faxes. • **“Reject forwarding request”** Denies forwarding requests. • **“Accept forwarding request”** Accept forwarding requests. **[Setting Security for Fax Forwarding]** Set this to restrict fax forwarding to specific e-mail addresses and domain names. Up to five can be registered. Click the [Setting Security for fax forwarding], then register in the “Setting Security for Fax Forwarding” dialog.  **NOTE** • If you check “Accept forwarding requests” but do not set the “Setting Security for Fax Forwarding”, then all e-mail requesting fax forwarding are forwarded.
[Initialize]	Initialize the e-mail settings. The settings will return to the factory default setting.

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LDAP Settings

NOTE

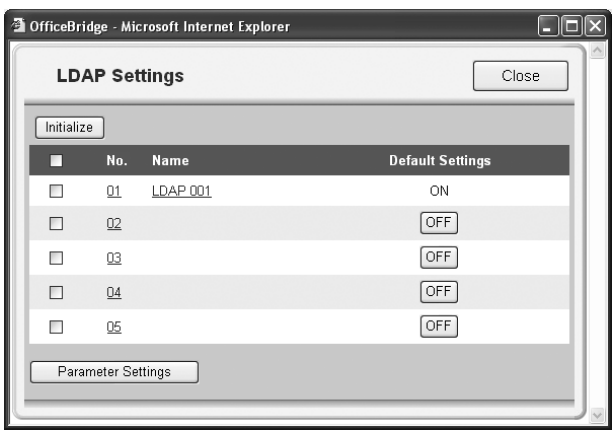
If you are unsure about these settings, consult your system administrator.

Registering or editing LDAP server setting

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [LDAP Settings]

The “LDAP Settings” screen will appear.

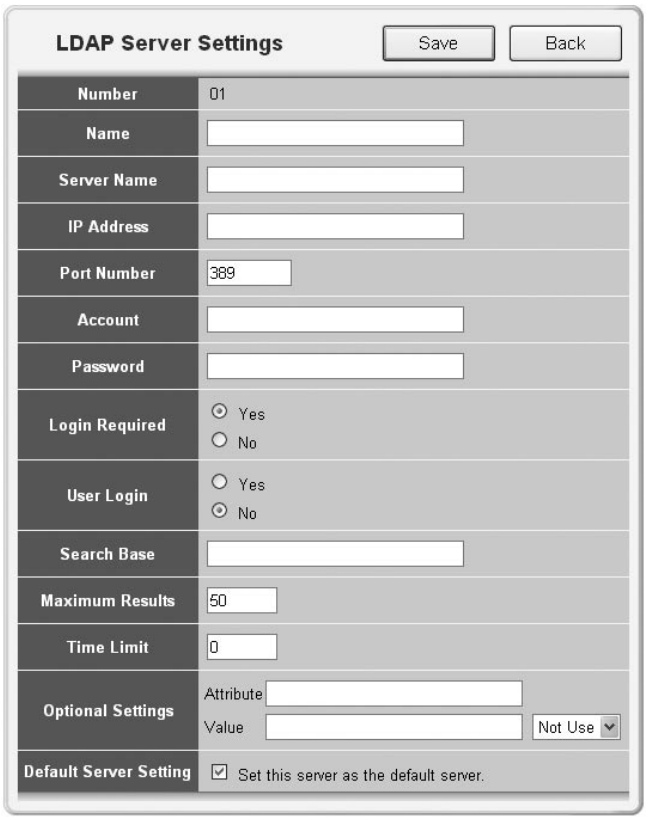


Items	Descriptions
No.	The LDAP server number.
Name	The registered LDAP server name.
Default Settings	The default LDAP server. To change the default server, select the [OFF] button of the LDAP server you want to use as the default server.
[Initialize]	Initialize the settings. The settings will return to the factory default setting.
[Parameter Settings]	Select this button to configure the LDAP parameters. See page 4-45 “Parameter Settings” how to configure them.

3 Select a number (01 to 05) you want to register or edit.
The “LDAP Server Settings” dialog will appear.

4 Configure the settings and click [Save].

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Items	Descriptions
Name	Enter the name for identification purposes.
Server Name	Enter the LDAP server name.
IP Address	Enter the IP address of the LDAP server. IP address is given priority if both the LDAP server name and IP address are registered.
Port Number	Enter the port number that the LDAP server is using. The default port number is 389.
Account	Enter the account name used to log in to the LDAP server.
Password	Enter the password used to log in to the LDAP server.
Login Required	If the LDAP server requires authentication, select “Yes”.
User Login	When it is set to “Yes”, the OfficeBridge users will be prompted to enter an account name and password when they access the LDAP server, for searching a destination. **NOTE** • This account name and password can be registered on the “User Set-up” dialog on page 4-7, in advance.
Search Base	Set the search start position when searching the LDAP server.

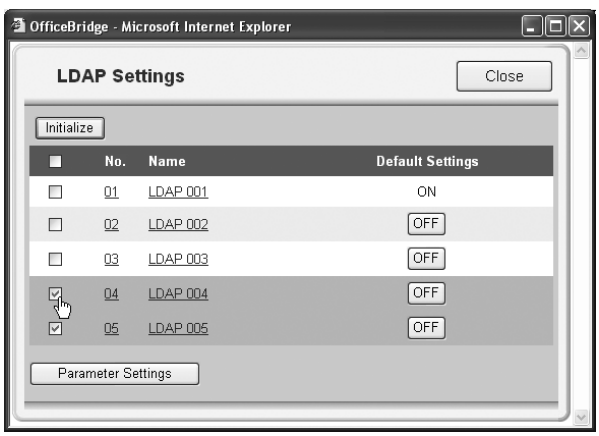
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Items	Descriptions
Maximum Results	Enter the maximum number of search results to be displayed. • The number can be entered within the range of 1–100. • The default number is 50.
Time Limit	Enter the maximum search time. • The time can be entered within the range of 0–9999 seconds. • The default setting is “0” (unlimited setting).
Optional Settings	**Attribute** Enter an attribute for LDAP searching. **Value** Enter a value you want to search. **Searching method** Any: Displays the search results that contain the value you entered. Initial: Displays the search results that begin from the value you entered. Final: Displays the search results that end with the value you entered. Equal: Displays the search results that match up with the value you entered. Not Use: Ignores the value you entered.
Default Server Setting	Select whether to make this server the default server.

Deleting an LDAP server

1 Repeat steps 1 through 2 in Registering or editing LDAP server setting on page 4-42.

2 Select the LDAP server you want to delete.



3 Click [Initialize].

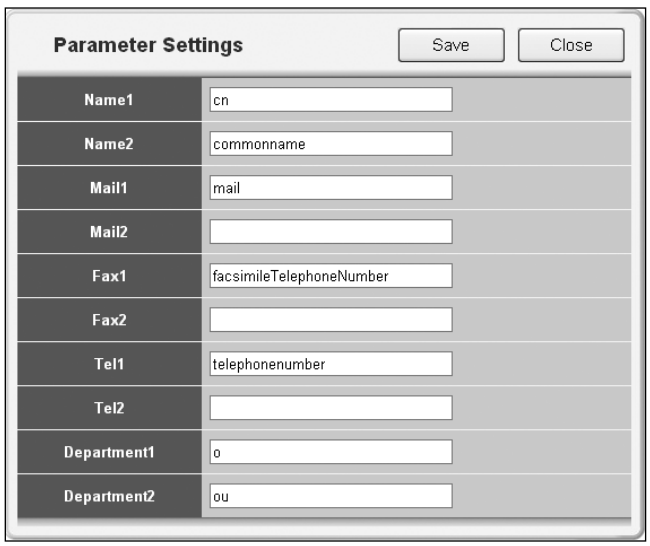
4 When prompted, click [OK].

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Parameter Settings

1 Repeat steps 1 through 2 in Registering or editing LDAP server setting on page 4-42.

2 Click [Parameter Settings].
The "Parameter Settings" dialog will appear.



3 Enter an attribute and click [Save].

NOTE

- You can register up to two attributes for each search object.
  When two attributes have been registered, the attribute 1 (ex. "cn") is used for search filtering. And then, the machine will retrieve the records that include the registered attributes you set.
- For example, when the LDAP parameters are set as follows, and you entered a name for search object, the machine first requests the LDAP server to search the record that includes "cn=*(text you've entered)*". Then, the machine retrieves the parameters based on all the registered attributes (cn, commonname, mail, facsimiletelephonenumber, telephonenumber, o, ou) from the searched records.

  Name1 : cn
  Name2 : commonname
  Mail1 : mail
  Mail2 :
  Fax1 : facsimileTelephoneNumber
  Fax2 :
  Tel1 : telephonenumber
  Tel2 :
  Department1: o
  Department 2: ou

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Folder Shortcuts

The operation for the function is the same as in “Options”. See page 3-28 “Folder Shortcuts” for operational instructions.

FTP Shortcuts

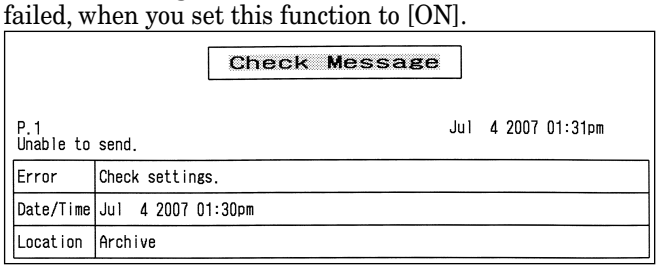
The operation for the function is the same as in “Options”. See page 3-31 “FTP Shortcuts” for operational instructions.

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Archive Settings

NOTE

- When you set “Archive Settings” to “ON”, the following transmission will be disabled.
  · Non-memory transmissions
  · Transmissions using the [Monitor] or an optional handset
  · F-code security receptions
  · F-code bulletin box receptions
  Polling communications will not be archived.
- When the machine fails to archive, a check message will be printed out and indicates that transmission to the “Archive” has failed. You should inform users that this message does not mean the transmission to the desired destination has failed, when you set this function to [ON].



Check Message

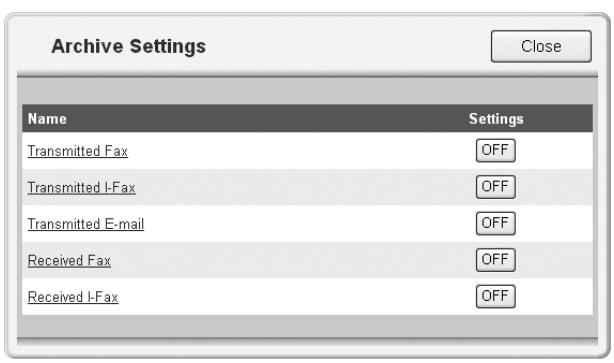
P.1 Jul 4 2007 01:31pm
Unable to send.

Error	Check settings.
Date/Time	Jul 4 2007 01:30pm
Location	Archive

Creating or editing an archive setting

1 Open the “Admin Tools” screen. (see page 4-4)

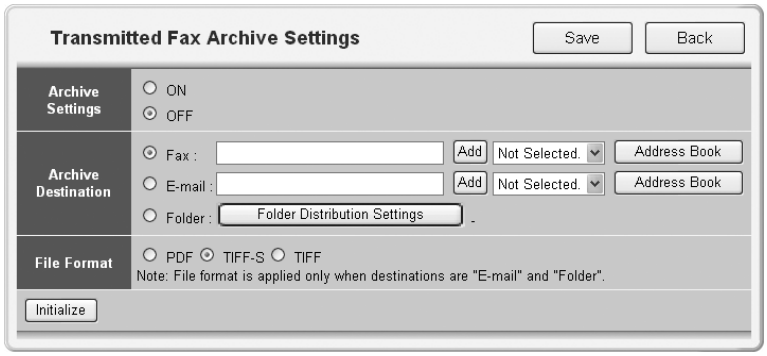
2 Click [Archive Settings].
The “Archive Settings” screen will appear.



Items	Descriptions
Transmitted Fax	Archive outbound fax documents.
Transmitted I-Fax	Archive outbound Internet fax documents.
Transmitted E-mail	Archive outbound e-mail documents.
Received Fax	Archive inbound fax documents.
Received I-Fax	Archive inbound Internet fax documents.

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3 Select the archive process you want to activate or edit.



Items	Descriptions
Archive Setting	Select whether to enable this archive setting.
Archive Destination	Select the archive destination. • To archive the document to a specified fax number: (This setting does not appear on the "Transmitted e-mail Archive Settings" dialog.) (1) Click the "Fax" radio button. (2) Enter the fax number and click [Add]. – or – Click [Address Book]. Select the destination and click [Add]. Then click [Save]. To delete a fax number from the archive destination list: (1) Click [Address Book]. (2) Select the destination. (3) Click [Delete]. (4) Click [Save]. • To archive the document to a specified e-mail address: (1) Click the "E-mail" radio button. (2) Enter the e-mail address and click [Add]. – or – Click [Address Book]. Select the destination and click [Add]. Then click [Save]. To delete an e-mail address from the archive destination list: (1) Click [Address Book]. (2) Select destination. (3) Click [Delete]. (4) Click [Save].

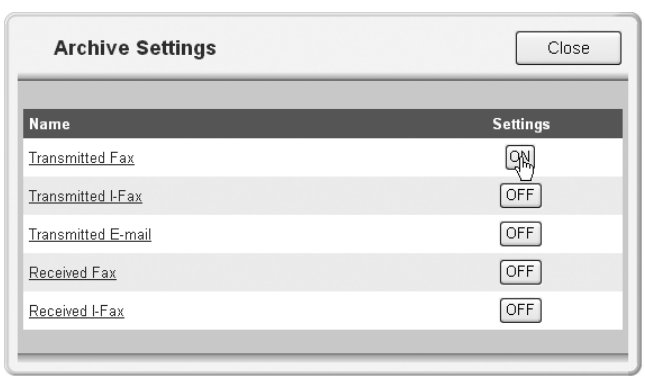
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Items	Descriptions
Archive Destination	• To archive a document to a specified shared Windows folder: (1) Click the “Folder” radio button. (2) Click [Folder Distribution Settings]. (3) Enter the folder path, domain user name and password. – or – Click [Shortcut List]. Select the folder shortcut and click [Add]. Then click [Save]. To delete a folder shortcut from the archive destination list: (1) Click [Folder Distribution Settings]. (2) Delete the settings in “Manual Entry” column. – or – (1) Click [Folder Distribution Settings]. (2) Click [Shortcut List]. (3) Select the folder shortcut and click [Delete]. (4) Click [Save]. **NOTE** Only shared folder shortcuts are available for this function.
File Format	Select the file format that the document will be archived as.
[Initialize]	Clear the archive settings.

4 Configure the settings and click [Save].

Archive activation

1 Click the settings button and toggle the archive setting “ON” or “OFF”.



NOTE

This cannot be turned “ON”, if the archive setting has not been created.

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SNMP settings

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [SNMP Settings].

The “SNMP Settings” screen will appear.



Items	Descriptions
Start Service Setting	Set the SNMP agent service to enable or disable.
Agent Identification	“Contact Destination” Enter the administrator name. Up to 255 characters can be entered. “Name” Enter the machine model name. Up to 40 characters can be entered. “Location” Enter the location where the machine is installed. Up to 100 characters can be entered. “Name” and “Location” fields are shared with “Device Setting” in “Management Information” column. This means if you change these fields, the fields in Device Setting will also be changed, and vice versa.

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Items	Descriptions
Security	Enter the community name. The community name is used to check whether incoming SNMP requests have the correct community name or not. The community name is displayed as ••••• for security reasons. The default community name is “public”. You can enter up to 20 characters for the community name. For detail, refer to the documentation of the SNMP manager you are using. If you want to specify the hosts from which to accept the SNMP request, check “Accept requests from specified hosts” and enter the IP address and community name. Up to three hosts can be registered.
[Initialize]	Initialize the SNMP settings. The settings will return to the factory default setting. The “Name” and “Location” will not be initialized. To initialize them, click [Device Settings] from “Management Information” column, then click [Initialize].

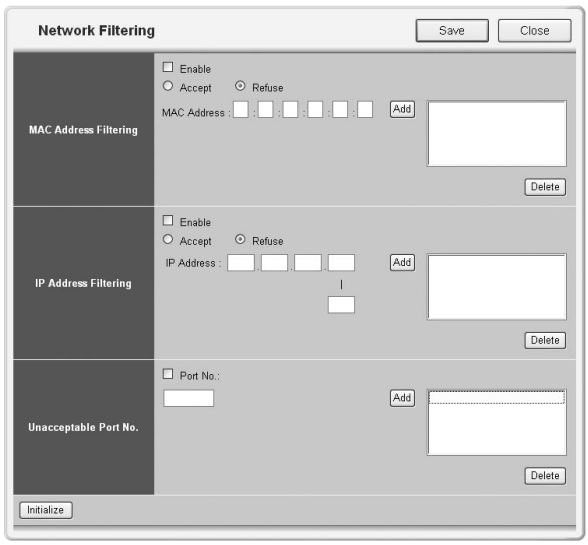
3 When you are finished, click [Save] to save the settings.

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Network Filtering

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [Network Filtering].
The “Network Filtering” screen will appear.



Items	Descriptions
MAC Address Filtering	“Enable” Select whether to enable the setting you have configured. Check this box to enable the setting. **NOTE** • When this is disabled, the settings are invalid even if they are set. • To enter the filtering address: (1) Click the “Accept” or “Refuse” radio button. (2) Enter the MAC Address to accept or refuse. (3) Click [Add]. • To delete the filtering address: (1) Select the address in the list. (2) Click [Delete]. **NOTE** • The “Accept” or “Refuse” setting is effective for all the address registered in the list.

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Items	Descriptions
IP Address Filtering	"Enable" Select whether to enable the setting you have configured. Check this box to enable the setting. **NOTE** • When this is disabled, the settings are invalid even if they are set. • To enter the filtering address: (1) Click the "Accept" or "Refuse" radio button. (2) Enter the IP Address to accept or refuse. You can specify the last three digits of the address in range. (3) Click [Add]. • To delete the filtering address: (1) Select the address in the list. (2) Click [Delete]. **NOTE** • The "Accept" or "Refuse" setting is effective for all the address registered in the list.
Unacceptable Port No.	"Enable" Select whether to enable the setting you have configured. Check this box to enable the setting. **NOTE** • When this is disabled, the settings are invalid even if they are set. • To enter the unacceptable Port No.: (1) Enter the Port No. you will not accept. (2) Click [Add]. • To delete the unacceptable Port No.: (1) Select the Port No. in the list. (2) Click [Delete].
[Initialize]	Initialize the Network Filtering settings. The settings will return to the factory default setting.

3 When you are finished, click [Save] to save the settings.

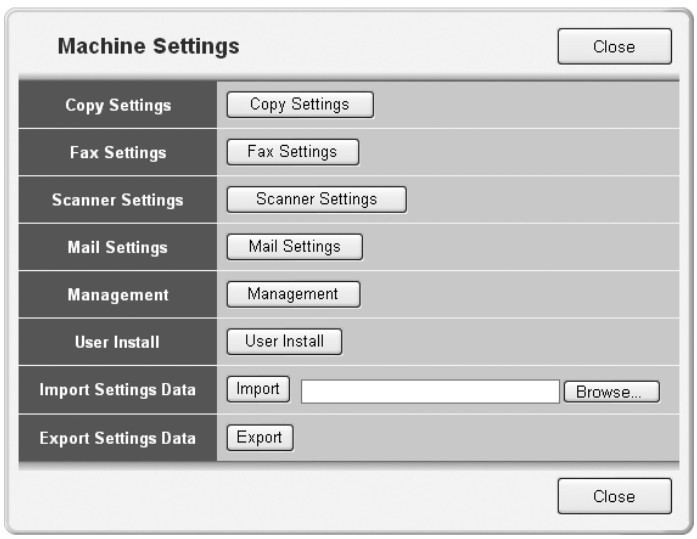
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Machine Settings

You can set the machine menu also from the web browser.

1 Open the “Admin Tools” screen. (see page 4-4)

2 Click [Machine Settings].
The “Machine Settings” screen will appear.



Items		Descriptions
Copy Settings		You can set the following default value: • Document Type • Contrast • Sort Select the button that you want to change, which to set as default.
Fax Settings	Default Settings	You can set the following default value: • Resolution • Contrast • TTI • Memory Tx • Cover Page • Tx Report Select the button that you want to change, which to set as default.
	Cover Page	Enter the message to print on the cover page for fax transmissions. Up to 1024 characters man be entered.

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Items		Descriptions
Fax Settings	F-Code Box	To create a new box, select a new number. To edit a box select the box to edit. Enter the followings and click [Save]: • Box Type • Box Name • Sub-Address • Password • Hold time • Rx Protect • Auto Print • Over Write • Erase Tx Doc • I.D. Code
	Redial Attempts	Select how many times to redial.
	Redial Interval	Select the redial interval.
	Block Junk Fax	Select the setting from OFF, Mode 1, Mode 2 or Mode 3. When you have selected Mode 2 or Mode 3, enter the "Block Number" and click [Add]. To delete registered block numbers, select the numbers and click [Delete]. Click [Save] to save the settings.
	Number of Rings	Select the number of rings before receiving a fax in Fax or Tel/Fax reception mode.
	Dialing Pause	Select how long the machine should pause when a pause is inserted.
	S-Fine Resolution	Select the super fine resolution from 400 dpi and 600 dpi.
	Rx Reduction Rate	Select the reduction rate for received faxes from Auto (automatic reduction) or 100% (no reduction).
	Reduction Margin	Enter the margin for received faxes.
	Paper Savings	Select whether to enable duplex reception or half-page reception to save paper.
	Quick Memory Tx	Check the box to activate the function.
	ECM Mode	Check the box to activate the function.
	Service Mode	Check the box to activate the function.
	Prefix	Enter the prefix number. To enter a pause or tone, use the button placed under the column.
	Receive Time Stamp	Check the box to activate the function.

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Items	Descriptions
Scanner Settings	You can set the following default value: • Document Type • Contrast • Resolution (Monochrome and Color scanning) • File Format (Monochrome and Color scanning) Select the button that you want to change, which to set as default.
Mail Settings	You can set the following default value: • I-FAX File Format • I-FAX Batch Scan • e-mail File Format (Monochrome and Color scanning) • e-mail Batch Scan •Subject Select the button of each item, which to set as default.
Management	You can set the following default value: • Soft Key • Automatic Reset Time • Automatic Logout Time • Sound Settings • Energy Save Mode • Auto Print Journal • Journal Line Up • Protect Passcode • User Access/Cost Accounting • Security Reception • Copy Protect • PIN Mode • Domain Name Extensions • E-mail Gateway Setting • Scan Lamp Sleep Mode • User Login Setting • Scan To Printer Clear Select the button of each item, which to set as default.
User Install	You can register the User Install menu: • Language • Time Setting (Current Time, Date and year) • Daylight Saving • Broadcast setting • Communication Line • Fax Reception Mode • Dial Tone Detect • TTI (three types) • Default TTI (one TTI from the three TTIs) • TTI Number • Time Zone
Import Settings Data	You can import the machine settings from other machine. Browse the data file you want to import, click “Open”, then click [Import].
Export Settings Data	You can export the machine settings. Click [Export] and specify where to place the exported data. Click [OK].

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NOTE

See Chapter 9 " Machine Settings" in the *MFP User's Guide* for instruction of each function.

3 When you are finished, click [Save] to save the settings.

Network Settings Codes

This mode will require the entry of a passcode prior to viewing/editing the "Admin Tools" or the "Network Settings" on the control panel.

1 Open the "Admin Tools" screen. (see page 4-4)

2 Click [Network Settings Code].
The "Network Settings Code" screen will appear.



Items	Descriptions
Read/Write Code	Enter a 4-digit protect code for users who can configure the settings of the Admin Tools. Enter twice to confirm the code. NOTE •The entered code is displayed as ••••• for security reasons
Read Code	Enter a 4-digit protect code for users who can read the settings of the Admin Tools. Enter twice to confirm the code. NOTE • The entered code is displayed as ••••• for security reasons

3 When you are finished, click [Save] to save the settings.

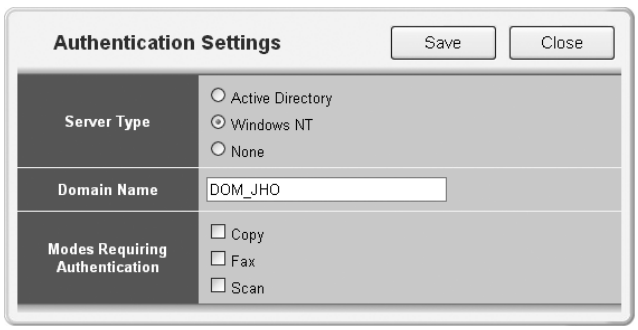
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Authentication Settings

The Network Authentication feature supports Kerberos, the highest security level within Active Directory. This product includes RSA BSAFE® Cryptographic software from RSA Security Inc. When the setting is activated, users must enter their domain user name and password to authenticate themselves and access the machine.

1 Open the "Admin Tools" screen. (see page 4-4)

2 Click [Authentication Settings].
The "Authentication Settings" screen will appear.



Items	Descriptions
Server Type	Select the server type. "Active Directory" - If your server is Windows 2000 server or Windows Server 2003, select this. "Windows NT" - If your server is Windows NT Server. "None" - To cancel the setting, select this. **NOTE** • The DNS server should be set up when using the authentication mode with Active Directory (Windows 2000 server/ Windows Server 2003). If you are using Active Directory, the "Windows Time Service" must be activated on the Active Directory. The WINS settings should be set up when using the authentication mode with Windows NT Server 4.0. If you are using Windows NT Server 4.0, the version must be Service Pack 4 or later.
Domain Name	Enter the Domain Name. **NOTE** • In Active Directory, the domain name may contain up to 64 characters. In Windows NT Server 4.0, the domain name may contain up to 15 characters.
Modes Requiring Authentication	Select the mode that requires the authentication.

3 When you are finished, click [Save] to save the settings.

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Chapter 5

Using the Utility Programs

Utility Programs Menu 5-2
Muratec OB InfoMonitor 5-3
Environment settings 5-3
Using Muratec OB InfoMonitor 5-7
Muratec OB Document Download Manager 5-8
Environment settings 5-8
Using Muratec OB Download Document Manager 5-13
Muratec OB Scan to Print Monitor 5-17
Environment settings 5-17
Using Muratec OB Scan to Print Monitor 5-20
Muratec OB CoverPage Editor 5-21
Creating a new cover page 5-21
Editing the cover page 5-23
Sending a cover page 5-25
Muratec OB TiffMaker 5-27
Creating a TIFF file 5-27

Utility Programs Menu

To take full advantage of the features of OfficeBridge, install the OfficeBridge utility programs contained in the "Installation Disk" CD that shipped with the machine.

<Muratec OB InfoMonitor> ⇨ *page 5-3*

This program alerts users when new documents arrive.

It can also be configured to send alerts for not only new arrived documents but also the transmission results or printing results.

<Muratec OB Document Download Manager> ⇨ *page 5-8*

This utility program automatically downloads received documents. You can specify the type of document, where to download it, at what time to download it and the appropriate file format.

<Muratec Scan to Print Monitor> ⇨ *page 5-17*

This utility program is a monitoring software. It monitors a specified folder, and pass the data in the folder to a printer. When you scan on a color document from the machine and store the data in the folder, it will be printed on a color printer automatically.

For more details on how to use "Muratec OB Scan to Print Monitor", see "Scan to printer" in Chapter 6, "Scan to Printer" in the *MFP User's Guide*.

<Muratec OB CoverPage Editor> ⇨ *page 5-21*

This program is used to customize cover pages for transmissions.

Recipient information (company name, department, personal name, etc.) are automatically inserted, so you do not need to create cover pages for each user.

<Muratec OB TiffMaker> ⇨ *page 5-27*

Muratec OB TIFFMaker is a print driver that converts files into Tagged Image File Format (TIFF) from your software application.

For example, if you attach a TIFF file converted by Muratec OB TIFFMaker to the Muratec Internet Fax via e-mail, you can use the Muratec Internet Fax machine as a PC printer. Also, by using the e-mail forwarding feature on the Muratec Internet Fax machine, you can send your electronic document to a remote fax machine without printing.

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Muratec OB InfoMonitor

NOTE

To use “Muratec OB InfoMonitor”, it is necessary to install this program on your computer. See “Installing OfficeBridge on your PC” on page 1-10 for installation instructions.

For Windows Vista, Windows XP Service Pack 2 and Windows Server 2003 users

“Windows Security Alert” dialog will be displayed when “Muratec OB InfoMonitor” initially starts up.

1 When the following dialog appears, click [Unblock].



(Windows Vista)



(Windows XP SP2)

NOTE

If you have closed [Unblock] by mistake, see “If you select an option other than [Unblock] by mistake” on page 1-20.

Environment settings

Opening the environment setting

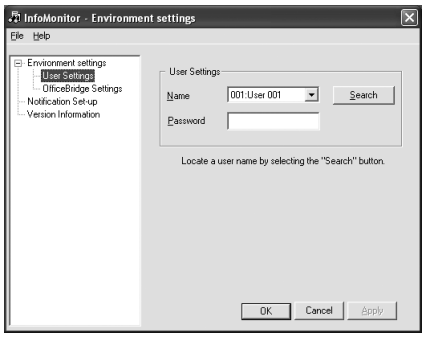
If you want to adjust settings, open “Environment settings” using the following procedure:

1 Double-click the Muratec OB InfoMonitor icon on the task tray.
The icon will appear when Muratec OB InfoMonitor is activating.



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2 The environment settings screen will appear.



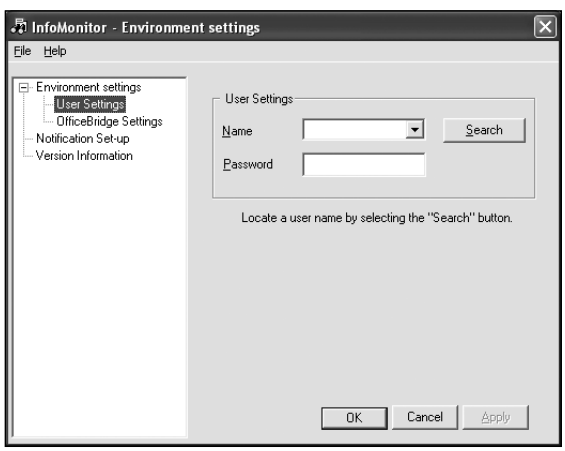
- Go to page 5-4 on how to register the OfficeBridge user.
- Go to page 5-5 on how to set up the OfficeBridge or notification interval.

User settings

Select the OfficeBridge user so that the application can activate your files.

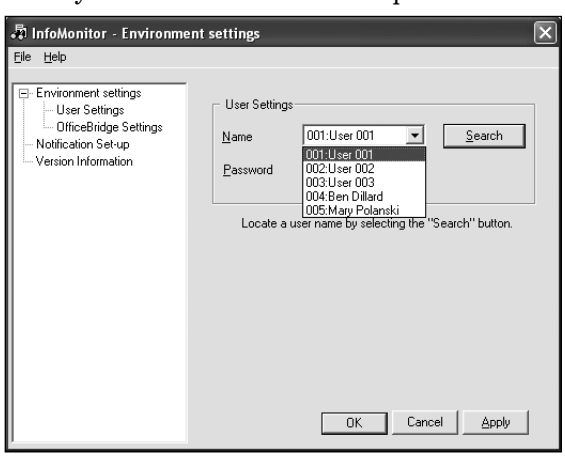
1 Double-click the Muratec OB InfoMonitor icon on the task tray while Muratec OB InfoMonitor is running.

2 Click “User settings” in the “Environment settings”.



3 Click [Search].

4 Select your user name from the drop down list.



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NOTE

If the drop down list does not appear after clicking [Search], first see the "Office-Bridge setting" below and set up the IP address.

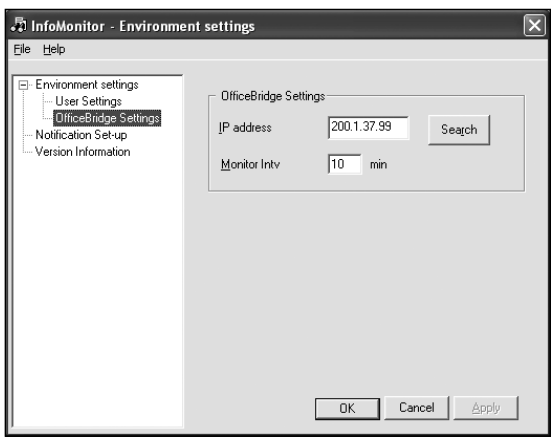
5 Enter your password, and click [OK].
If a password has not been set, simply click [OK].
- Click [Apply] to save the setting and keep the screen active.
- Click [Cancel] to close the screen without saving the changes.

OfficeBridge setting

This should be set whenever the IP address is changed or the monitoring interval is adjusted.

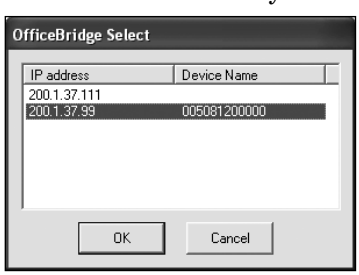
1 Double-click the Muratec OB InfoMonitor icon on the task tray while Muratec OB InfoMonitor is running.

2 Click "OfficeBridge Settings" in the "Environment settings".



3 Click [Search].

4 Select the IP address of your machine and click [OK].



5 Enter the Monitor Interval.
This will set how often InfoMonitor checks for new documents.

NOTE

You can set the interval from 1 to 999 minutes.

6 Click [OK].
- Click [Apply] to save the setting and keep the screen active.
- Click [Close] to close the screen without saving the changes.

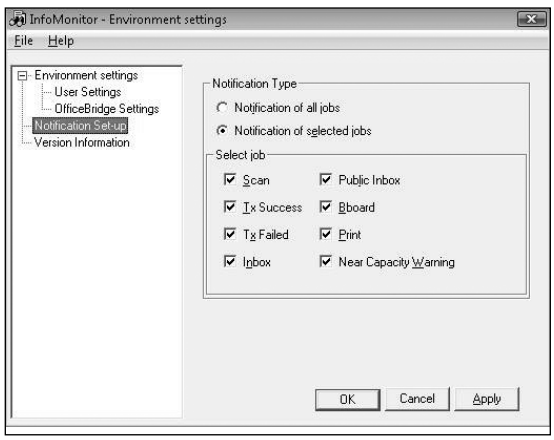
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Notification Set-up

This will determine what events InfoMonitor will notify you of.

1 Double-click the Muratec OB InfoMonitor icon on the task tray while Muratec OB InfoMonitor is running.

2 Click “Notification Set-up”.



3 Select the “Notification Type”, from “Notification of all jobs” or “Notification of selected jobs”.

4 If you have selected “Notification of all jobs”, skip to step 5.
If you have selected “Notification of selected jobs”, select the jobs to be notified by checking the corresponding box.

The job descriptions are listed below:

“Scan”	Newly received documents in the Scan box.
“Tx Success”	When document transmission is successful.
“Tx Failed”	When transmission did not end successfully .
“Inbox”	Newly received documents in the “Personal Inbox”.
“Public Inbox”	Newly received documents in the “Pubic Inbox”.
“BBoard”	Newly posted documents on the bulletin board.
“Print”	When document printing ended or a print error occurred.
“Near Capacity Warning”	When the server disk space is running low.

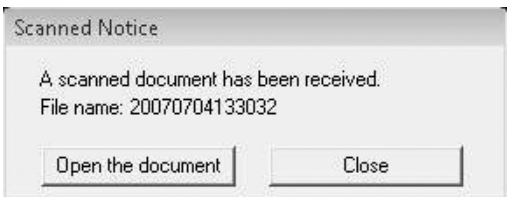
5 Click [OK].

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Check a new document

If you have installed and activated InfoMonitor, you will be notified for the event you have set up.

This is an example of when a document arrived to a user's scan box:

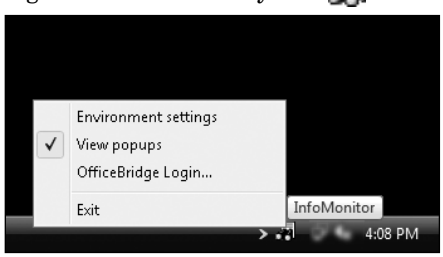


- To view the arrived document, click [Open the document].
- Select [Close] if you want to check it later.

Disabling the pop-up notification

To disable the pop-up notification please follow this procedure.

1 Right click the task tray icon .



2 Select "View popups" and remove the check mark.

- If "View popups" is disabled, the icon will flash to notify you that a document has been received. To view the document, right-click the icon and point to "OfficeBridge Login ..." to start OfficeBridge.

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Muratec OB Document Download Manager

NOTE

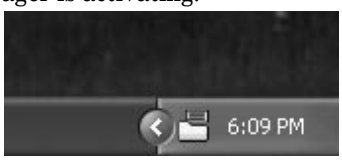
To use “Muratec OB Document Download Manager”, it is necessary to install this program on your computer. See “Installing OfficeBridge on your PC” on page 1-10 for installation instructions.

Environment settings

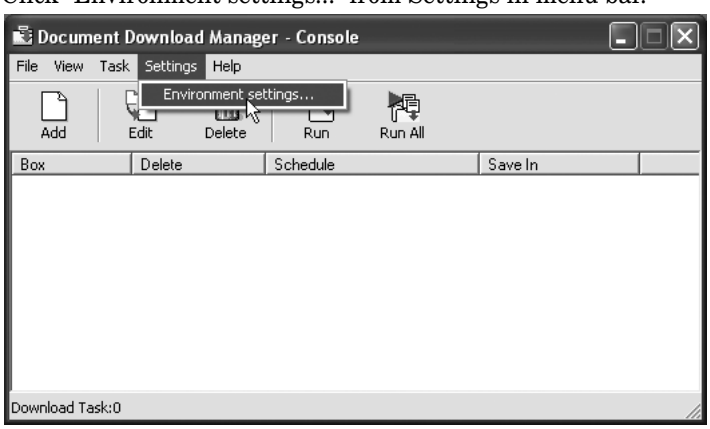
Opening the environment setting

If you want to adjust settings, open “Environment settings” using the following procedure:

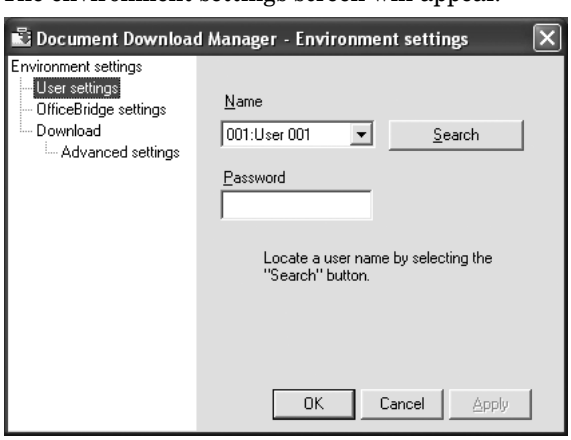
1 Double-click the Muratec OB Document Download Manager icon on the task tray. The icon will appear when Muratec OB Document Download Manager is activating.



2 Click “Environment settings...” from Settings in menu bar.



3 The environment settings screen will appear.



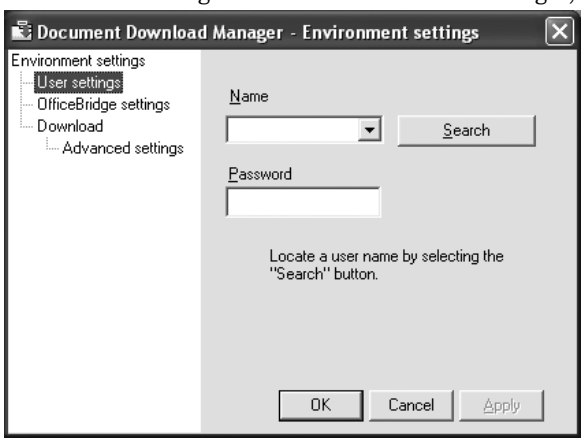
PC_Users_Guide.indb 8 2007/04/27 10:18:09

User settings

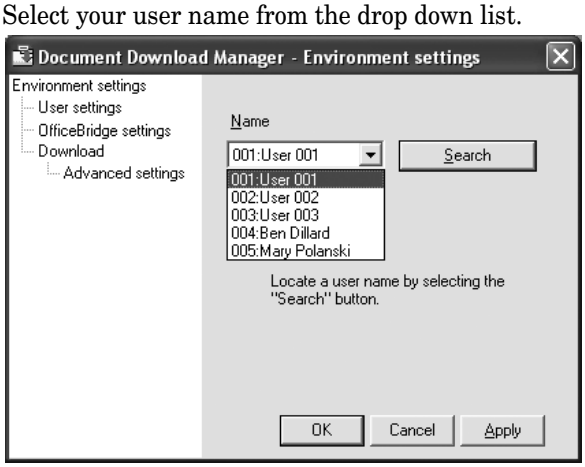
First set the user, so that the application will download your files.

1 See "Opening the environment setting" on page 5-8 and open the setting screen.

2 Click "User settings" in the "Environment settings", then click [Search].



3 Select your user name from the drop down list.



NOTE

If the drop down list does not appear after clicking [Search], first see the "Office-Bridge setting" on the next page and set up the IP address.

4 Enter your password and click [OK].

If a password has not been set, simply click [OK].

- Click [Apply] to save the setting and keep the screen active.
- Click [Close] to close the screen without saving the changes.

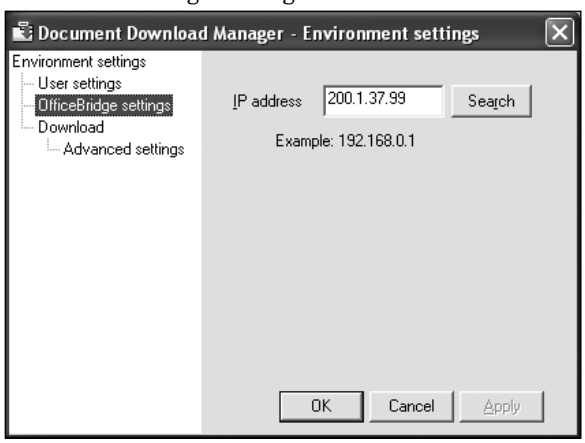
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OfficeBridge setting

This should be set if the IP address is changed.

1 See “Opening the environment setting” on page 5-8 and open the setting screen.

2 Click “OfficeBridge settings”.



3 Click [Search]

NOTE

On Windows XP Service Pack 2, Windows Server 2003 or Windows Vista, “Windows Security Alert dialog” will be displayed. In such case, click [Unblock].



4 Select the IP address of your machine and click [OK].



5 Click [OK].

- Click [Apply] to save the setting and keep the screen active.
- Click [Close] to close the screen without saving the changes.

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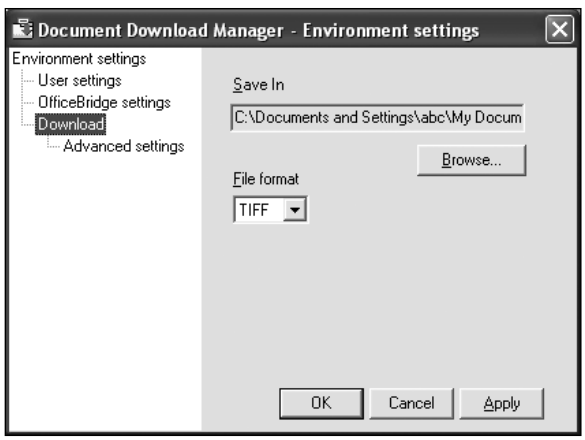
Download setting

Save in

Set where to save your downloaded files.

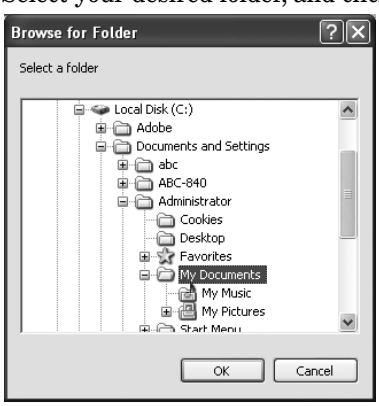
1 See “Opening the environment setting” on page 5-8 and open the setting screen.

2 Click “Download”.



3 To change the location of the folder, click [Browse...].

4 Select your desired folder, and click [OK].



5 Click [OK].

- Click [Apply] to save the setting and keep the screen active.
- Click [Close] to close the screen without saving the changes.

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File format

Select the file format in which to download the file as either “TIFF” or “PDF”.

1 See “Opening the environment setting” on page 5-8 and open the setting screen.

2 Click “Download”.

3 Select the file format, and click [OK].

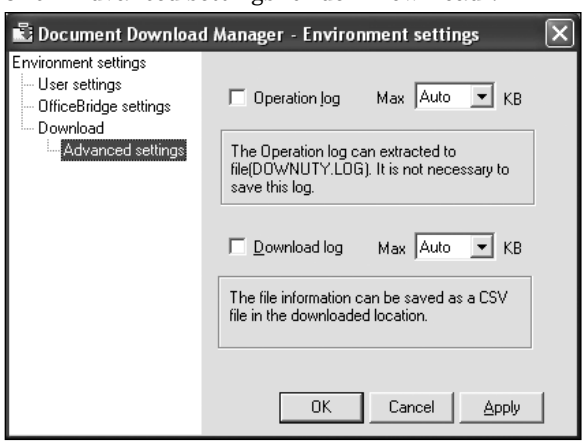
- Click [Apply] to save the setting and keep the screen active.
- Click [Close] to close the screen without saving the changes.

Advanced settings

You can make a log file for the operation and download logs.

1 See “Opening the environment setting” on page 5-8 and open the setting screen.

2 Click “Advanced settings” under “Download”.



3 Check the box of which you want to make a log.

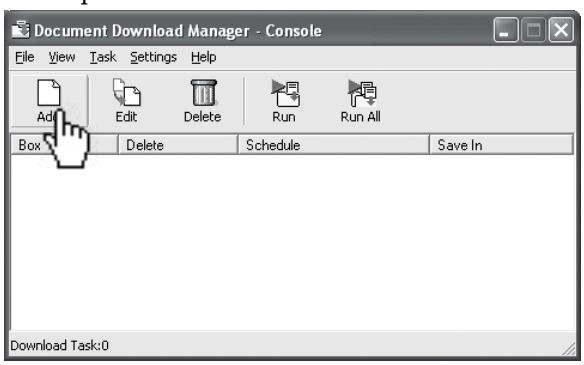
4 Click [OK].

- Click [Apply] to save the setting and keep the screen active.
- Click [Close] to close the screen without saving the changes.

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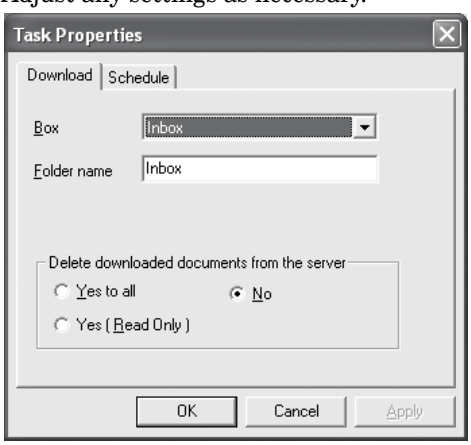
Creating new download tasks

1 Start up the Muratec OB Document Download Manager, and click [Add].



2 Click the "Download" tab.

3 Adjust any settings as necessary.



Item	Description
Box	Select from which box you want to download the files.
Folder name	Register the name of the subfolder into which the files will be stored.
Delete downloaded documents from the server	Select whether to delete the file from the machine memory after downloading. •Yes to all Deletes all downloaded documents from the document lists. •Yes (Read Only) Deletes downloaded documents from the document lists after they have been read. •No Does not delete downloaded documents.

4 Click [Apply].

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5 Repeat steps 3 and 4 to register all your downloading tasks.

6 Click the “Schedule” tab.

7 Adjust any settings as necessary.



Item	Description
Manual / Auto	Select whether to download the files manually or automatically. To download manually, check “Manual”; to download automatically, check “Auto”.
Schedule	When you have selected “Auto”, set up when to run the download task. Check one of the following, then click the list button and set the day of the week or date and time: •Interval Downloads the files in a set interval (minutes). You can set the interval from 1, 5 or 10 to 120 minutes in 10 minutes interval. •Once a Day Downloads the file once each day at a specified time. •Once a Week Downloads the file once each time on a specified day of the week. •Once a Month Downloads the file once each month at a specified day and time.

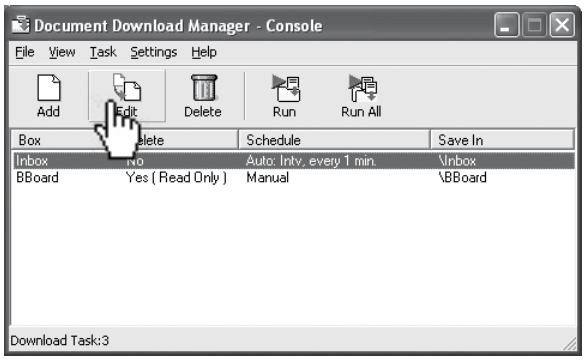
8 Click [OK].
- Click [Cancel] not to save this setting and close the screen.

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Editing a task

1 Open the Muratec OB Document Download Manager.

2 Select the task to edit, and click [Edit].



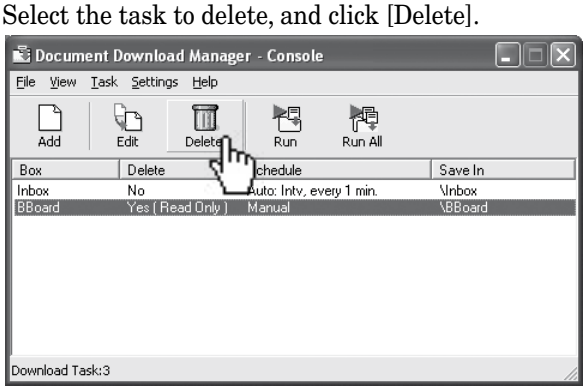
3 Adjust any settings as necessary. See "Create new download tasks" on page 5-13, if needed.

4 Click [OK].
- Click [Cancel] to close the screen without saving the changes.

Deleting a task

1 Open the Muratec OB Document Download Manager.

2 Select the task to delete, and click [Delete].



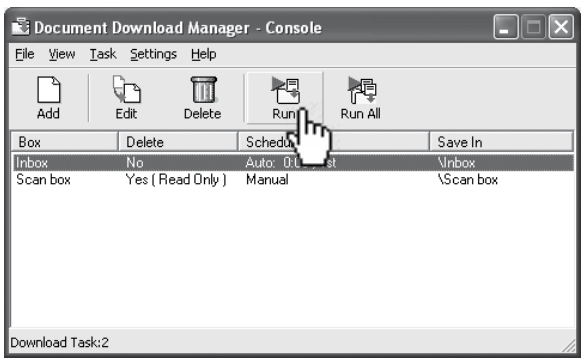
3 Click [OK].
- Click [Cancel] to close the screen without saving the changes.

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Run the task

1 Open the Muratec OB Document Download Manager.

2 Select the task you want to run, and click [Run].
When you want to run all the tasks, click [Run All].



3 The selected tasks will be executed, and the result will be displayed.
- If there were no documents to be downloaded, "No documents in queue" will be displayed.

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Muratec OB Scan to Print Monitor

NOTE

To use “Muratec OB Scan to Print Monitor”, it is necessary to install this program on your computer. See “Installing OfficeBridge on your PC” on page 1-10 for installation instructions.

Environment settings

Opening the environment setting

If you want to adjust settings, open “Environment settings” by the following procedure:

1 Double-click the Muratec OB Scan to Print Monitor icon on the task tray. The icon will appear when Muratec OB Scan to Print Monitor is activating.



Folder Settings

Creating a new folder

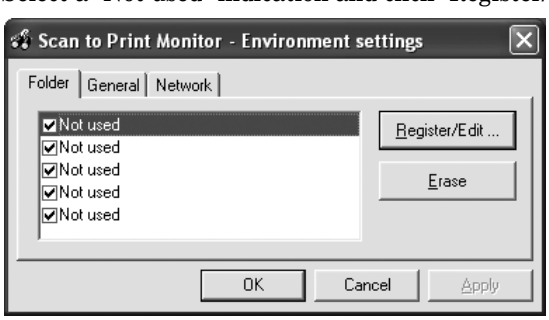
NOTE

Create a shared folder on your Computer in advance. This folder should not be the same folder that has been registered in “Folder Shortcut Registration”, but a folder dedicated to "Scan to Printer Monitor".

1 See “Opening the environment setting” on page 5-17 and open the setting screen.

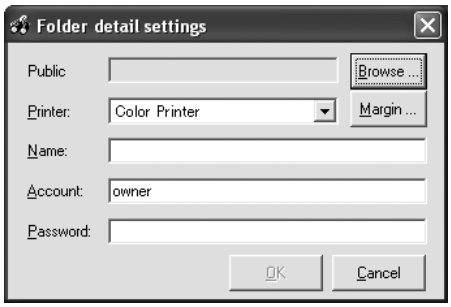
2 Click the “Folder” Tab.

3 Select a “Not used” indication and click “Register/Edit...”.



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4 Click “Browse...”.



5 Browse the computer and specify the shared folder to register.

6 Click “OK”.

7 Click the list button in “Printer” and specify a printer registered on the computer.

8 Enter a printer name in “Name”.
The registered name will be displayed on the machine control panel.

9 Enter the account and password for logging in to the shared folder in each field.

NOTE

- A printer has margins where no print is allowed. Depending on the printer being used, the printed document size may be automatically reduced, because the document data exceeds the margins.
- To prevent this, you should specify upper/lower and right/left margins in advance, which are not included in the printing area, so that the printer can print the document data except for the preset margins.
- To specify the margins, click the [Margin...] button, and specify the upper, lower, right and left margins on the "Margin detail settings" screen.

Editing or deleting an existing folder

1 See “Opening the environment setting” on page 5-17 and open the setting screen.

2 Click the “Folder” Tab.

3 Select the folder to edit or delete.

4 To edit the folder, click [Register/Edit] and overwrite the current setting. Then click [OK].
To delete the folder, click [Erase].

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General Settings

1 See "Opening the environment setting" on page 5-17 and open the setting screen.

2 Click the "General" Tab.

3 Check the box next to the items to activate the settings.



Item	Description
Print Log	The print logs are saved in the folder ("ScantoPM" folder) that contains the "OB Pro Scan to Print Monitor" run file.
Indicate Print Error Popup	When this item is checked, the system displays a popup message in case of a print error. To retry printing, click the [Retry] button. To cancel printing, click the [Cancel] button.
Delete printed documents	Files are automatically deleted after printing. For this selection, specify a hold time until the deletion.
Limit memory size	If this item is checked, and you cannot print documents properly due to the document size or resolution, please uncheck the box to resolve the problem.

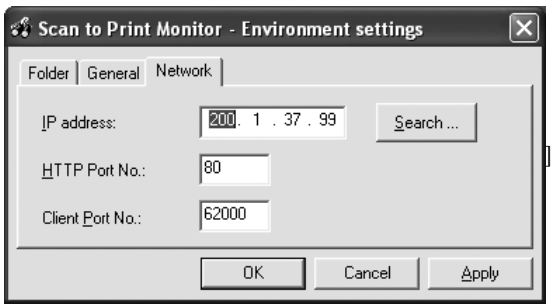
4 Click "OK" to save the setting.

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Network Settings

1 See "Opening the environment setting" on page 5-17 and open the setting screen.

2 Click the "Network" Tab.



Item	Description
IP address	Click [Search] to search the IP address of your machine. When the IP addresses are displayed, select the IP address of your machine and click [OK]. **NOTE** • On Windows XP Service Pack 2, Windows Server 2003 or Windows Vista, "Windows Security Alert dialog" will be displayed. In such case, click [Unblock].
HTTP Port No.	Enter the HTTP port number specified in the "TCP/IP Settings" dialog box of "OfficeBridge". Normally this will be set to "80".
Client Port No.	Enter the "Scan to Print Monitor" port number specified in the "TCP/IP Settings" dialog box of "OfficeBridge". The default setting is "62000". **NOTE** • The port number specified here must correspond to the "Scan to Print Monitor Port No." in the "TCP/IP Settings" dialog box of "OfficeBridge". Once you have changed the "Scan to Print Monitor Port No." in the "TCP/IP Settings" dialog box, be sure to change the above setting accordingly.

3 Adjust any document settings, and click "OK" to save the setting.

Using Muratec OB Scan to Print Monitor

This function can be accessed from the machine control panel, see "Scan to printer" in Chapter 6, "Scanner Functions" in the *MFP User's Guide*.

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Muratec OB CoverPage Editor

NOTE

To use “Muratec OB CoverPage Editor”, it is necessary to install this program on your computer. See “Installing OfficeBridge on your PC” on page 1-10 for installation instructions.

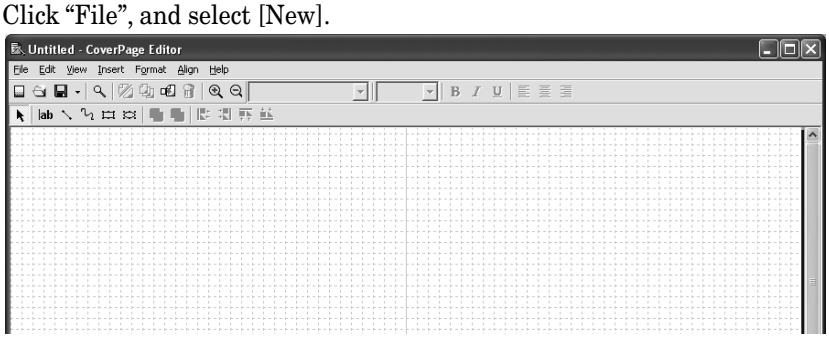
Creating a new cover page

NOTE

You can register five cover pages. According to the memory option, this may be extended to 20.

1 Click “Start”, point to “All Programs”, locate “OfficeBridge” then “Muratec OB CoverPage Editor” to start the program.

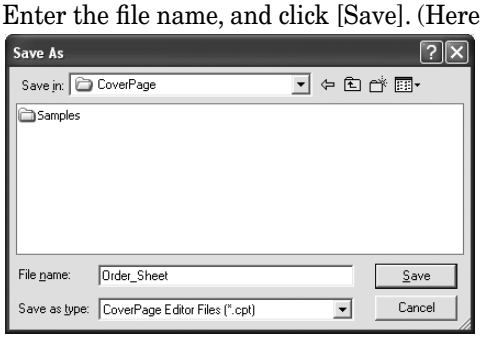
2 Click “File”, and select [New].



3 Edit the cover page. For more information on editing cover pages, see “Editing the cover page” on page 5-23.

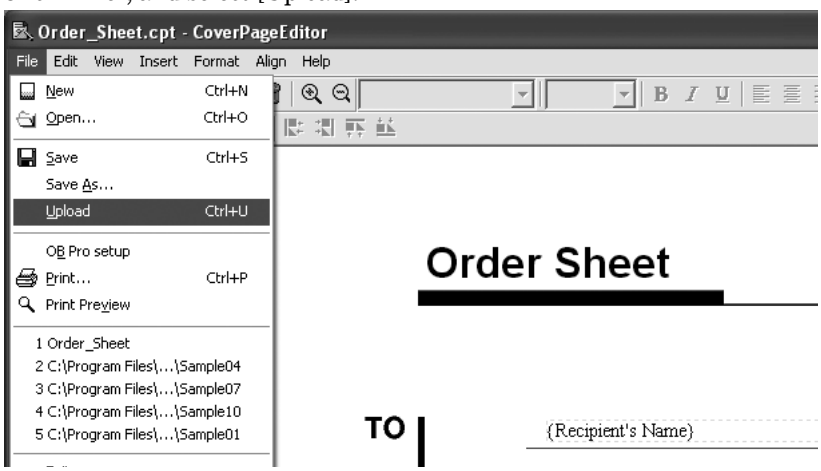
4 Click “File”, and select [Save as] or [Save] to save the file.

5 Enter the file name, and click [Save]. (Here we name it “Order Sheet”.)



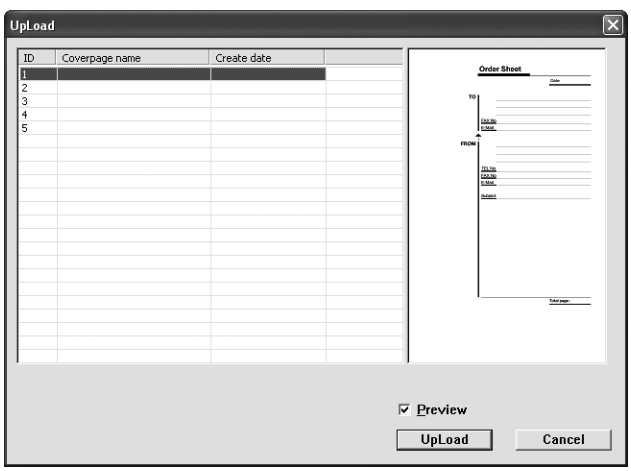
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6 Click “File”, and select [Upload].



7 Select an ID and click [Upload]. When you check the “Preview” box you can see the cover page you are about to upload.

If you have already registered five cover pages, you will need to overwrite an existing cover page.



8 If you want to register more cover pages, repeat steps 2 to 7.

9 Select [Exit] from the “File” menu to close the CoverPage Editor.

NOTE

There is not a way to simply delete an uploaded cover page. If you do not want a particular cover page, you must overwrite it with a new cover page.

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Editing the cover page

Inserting data from the OfficeBridge Memory

You can insert the following data automatically every time you use an OfficeBridge cover page.
The commands are located under “Insert”.

Data		Descriptions
Recipient	“Name”	The name registered in the “Address Book” field will be inserted into this field.
	“Fax”	The fax number registered in the “Address Book” field will be inserted into this field.
	“e-mail”	The e-mail address registered in the “Address Book” field will be inserted into this field.
Sender	“Name”	The user name registered in the “User Set-up” dialog will be inserted here.
	“Company”	The company name registered in the “User Set-up” dialogue will be inserted here.
	“Department”	The department registered in the “Department/ Group” of “User Set-up” dialog will be inserted here.
	“Telephone”	The telephone number registered in the “User Set-up” dialogue will be inserted here.
	“Fax”	The fax number registered in the “User Set-up” dialog will be inserted here.
	“e-mail”	The e-mail address registered in the “User Set-up” dialog will be inserted here.
Comment	“Date”	The machine-holding date will be inserted here.
	“Subject”	The subject you input in the “Edit Cover Page” field will be inserted here.
	“Message”	The subject you input in the “Edit Cover Page” field will be inserted here.
	“Pages”	The total number of pages will be inserted here.

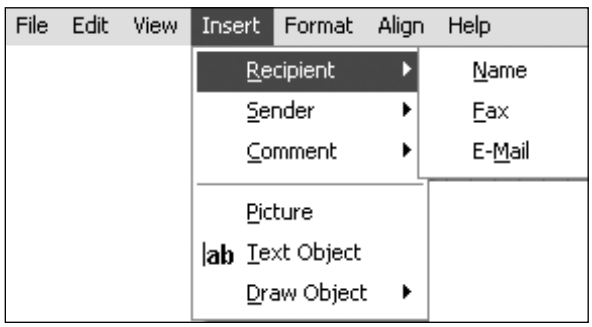
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How to insert the data:

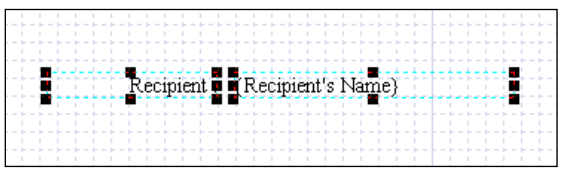
1 Click “Start”, point to “All Programs”, locate “OfficeBridge” then “Muratec OB CoverPage Editor” to start the program.

2 Click the arrow tool located on the software to select the commands.

3 Click “Insert” and then select the desired data.



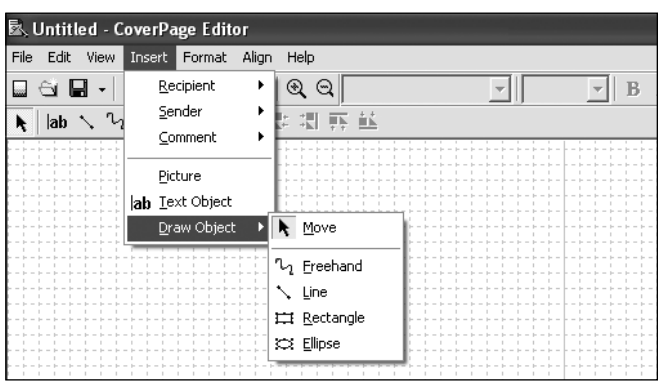
4 The data name and the data field will be pasted on the page.



5 Move, align or edit the field as you like. For details, refer to the Help screen.

Inserting text, drawings and pictures

You can also enter text, drawings and pictures onto your cover page.
Click “Insert” and select your desired option, and edit them. For details, refer to the Help screen.



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Sending a cover page

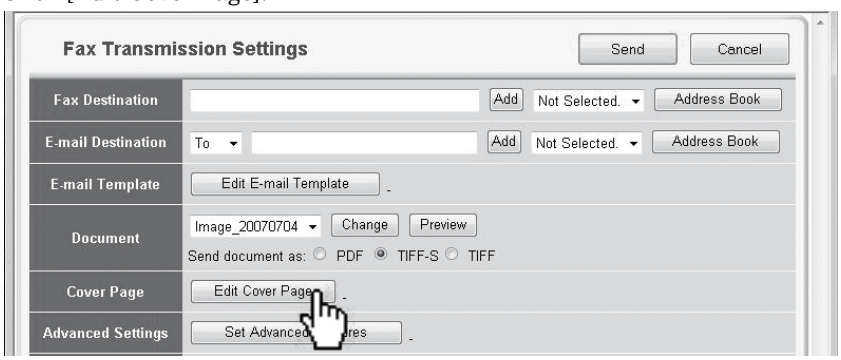
You can attach a cover page to outbound internet fax and e-mail transmissions. You may also send a cover page by itself, including a brief text message in the "Message" field. For transmission, we describe the details in "Sending a PC fax" on pages 2-5 and 2-6 and "PC fax transmission and reception" from pages 2-13 to 2-21.
Here's an example of a quick cover page attachment.

NOTE

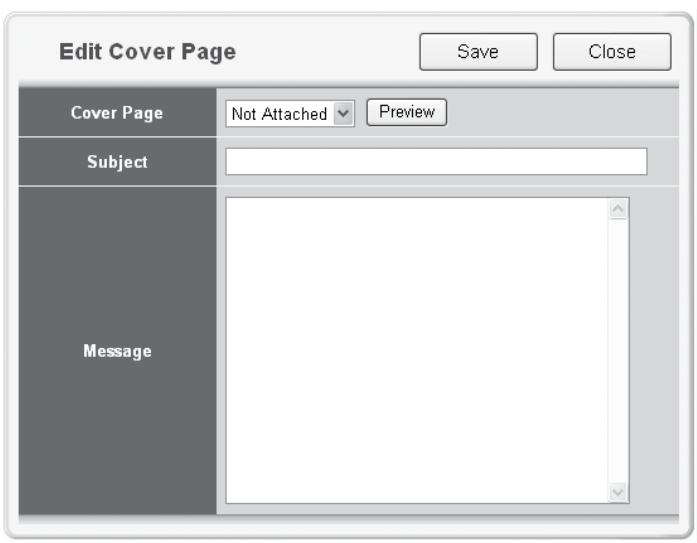
You cannot use customized cover page on the machine. They can only be used for PC fax transmission.

1 Either click [Send] from OfficeBridge or from the "Document Operation" dialog. (See page 2-5 or page 2-13, if needed.)

2 Click [Edit Cover Page].



3 Click the drop down list, and select your desired cover page.
When you click [Preview], you can see the cover page image.



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4 Enter the subject in the “Subject” box.
The subject may contain up to 80 characters.

5 Enter the message in the “Message” box.
The message may contain up to 1024 characters.

6 Click [Save].

7 Specify the destinations and make any adjustments.
- To enter destinations, see “Entering destinations” on page 2-14.
- To adjust settings, see “Setting transmission functions” on page 2-20.

8 Click [Send].

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Muratec OB TiffMaker

NOTE

To use “Muratec OB TIFFMaker”, it is necessary to install this program on your computer. See “Installing OfficeBridge on your PC” on page 1-10 for installation instructions.

Creating a TIFF file

1 Start the desired application program and create/open a document.

2 Select “Print” from the File menu.

3 Click [Print] or [Print Setup] from the File menu.

Make sure that “Muratec OB TIFFMaker” is selected as the printer.

If you want to make any adjustments, click [Properties] or [Setup]. For details, refer to the Help screen.

4 Click [OK] or [Print].

5 TIFFMaker will ask you where to place the created TIFF file.
Select the desired location and enter the file name, then click [Save].

NOTE

By default, TIFFMaker will append the extension “.tif” and place the file into the PRINT folder under Muratec\OfficeBridge\TiffMaker\Print folder.

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Chapter 6

Troubleshooting

Windows Operation errors....6-2
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Windows Operation errors

Phenomenon	Device to check	Check point	Countermeasure
Cannot connect to OfficeBridge.	PC	Check if the OfficeBridge IP address is entered correctly.	Check the OfficeBridge IP address and make sure it has been entered correctly.
		Check if the OfficeBridge network settings are correct.	Refer to Chapter 1 "TCP/IP settings" on page 1-5 and configure the network settings correctly.
		Check if the browser settings are correct.	Check the browser settings by following these steps: · Go to "Tools" on the menu bar – "Internet Options" – "Connections" tab – "Local Area Network (LAN) settings Explorer", and press the [LAN Settings] button to check the proxy server settings.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network card (LAN card) is damaged.	Replace the network card.
		Check to make sure that the system memory is sufficient.	· Make sure you have the required memory space available on your PC. If not, please add memory. · If multiple software applications or unnecessary resident software are running, exit them.
		Check if the user information is registered.	Register the user information in the "User Set-up" dialog box of OfficeBridge.
		Check if the correct password is entered.	Enter the password registered in the "User Set-up" dialog box of OfficeBridge.
	Machine	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network settings are correct.	Configure the network settings correctly (refer to page 1-5).
	Network peripheral devices (ex. LAN hub, router)	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network peripheral device is damaged.	Connect the LAN cable to another port on the device and make sure it operates correctly. If it fails to operate, please replace the device.
		Check if the network settings are correct.	Refer to the operational manual of the device and configure the network settings correctly.

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Phenomenon	Device to check	Check point	Countermeasure
A table size, character pitch, or line pitch on the displayed window is different from ones in the manual.	PC	Check if the specified browser is used.	Use Internet Explorer 5.0.1 or later, or Netscape Navigator 7.0 or later as your browser. If you use an older version of the browser, we recommend installing the latest version.
A character size on the displayed window is different from one in the manual.	PC	Check to make sure the character size has not been changed.	Adjust the character size in the character size setting on the browser.
Unable to open the resident web page which you can access from the browser.	Network peripheral devices (ex. LAN hub, router)	The LAN cable is not connected firmly.	Check whether the LAN cable is firmly connected.
	PC	The Internet Explorer security setting on Internet Explorer 7.0 or later may not be properly set.	Change the Internet Explorer security setting. Refer to page 6-11.
Cannot open a document	PC	Check if an image viewer is installed.	Without installing an image viewer, you cannot view a document. Exit Office-Bridge and install an image viewer. A similar status may also occur with older image viewers. Re-install the latest version of an image viewer.
		Check if you associate the extension (TIFF or PDF) with an image file in your OS.	Refer to the OS operation manual of your PC, and associate the extension.
		Check if a plug-in application is installed.	Check if a plug-in application including QuickTime or RealOne, or an image viewer is installed. If installed, associate the extension with an image file.
		The Internet Explorer security setting on Internet Explorer 7.0 or later may not be properly set.	Change the Internet Explorer security setting. Refer to page 6-11.

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Phenomenon	Device to check	Check point	Countermeasure
Cannot transmit/ receive a fax.	PC	Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network card (LAN card) is damaged.	Replace the network card.
		Check to make sure that the system memory is sufficient.	Make sure you have the required memory space available on your PC. If not, please add memory. If multiple software applications or unnecessary resident software are running, exit them.
	Machine	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the phone line cable is connected.	Check the phone line cable connection and connect correctly.
		Check if the phone line cable is damaged.	Replace the phone line cable.
		Check if the communication line settings (dial or push) are correct.	Check the communication line and set correctly.
		Check if an advanced fax function (ex. Block Junk Fax, Closed Communication) has not been set.	Refer to Chapter 5 “Advanced Fax Functions” in the *MFP User’s Guide* and change these settings.
		Check if the network settings are correct.	Configure the network settings correctly (refer to page 1-5).
	Network peripheral devices (ex. LAN hub, router)	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network peripheral device is damaged.	Connect the LAN cable to another port on the device and make sure it operates correctly. If it fails to operate, please replace the device.
		Check if the network settings are correct.	Refer to the operational manual of the device and configure the network settings correctly.

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Phenomenon	Device to check	Check point	Countermeasure
Cannot transmit/ receive an e-mail message	PC	Check if you set the account/ password settings of the e-mail server correctly.	Configure the correct account/password settings in the “SMTP/POP Settings” dialog box of OfficeBridge.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network card (LAN card) is damaged.	Replace the network card.
	Machine	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the phone line cable is connected.	Check the phone line cable connection and connect correctly.
		Check if the phone line cable is damaged.	Replace the phone line cable.
		Check if the network settings are correct.	Configure the network settings correctly (refer to page 1-5).
	Network peripheral devices (ex. LAN hub, router)	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network peripheral device is damaged.	Connect the LAN cable to another port on the device and make sure it operates correctly. If it fails to operate, replace the device.
		Check if the network settings are correct.	Refer to the operational manual of the device and configure the network settings correctly.
Cannot use the advanced search function	Machine	An LDAP server is not registered or its settings are not correct.	Refer to “LDAP Settings” (page 4-42) and set correctly.
		The TCP/IP settings are not correct.	Refer to “TCP/IP Settings” (page 1-5) and set correctly.
A document created with the specified application software cannot be sent by fax or e-mail.	PC	Check if “Muratec *** Fax” is installed.	Otherwise, you cannot send a document created with the specified application software. Exit OfficeBridge and install “Muratec *** Fax” .
		Check if “Muratec *** Fax” is selected.	From the print menu of the application software, set the using printer to “Muratec *** Fax”.
		Check if the port settings of “Muratec *** Fax” is correct.	Check the “Port to print” settings in ““Muratec *** Fax” and set the print destination port with the correct IP address.
The Public Inbox window is not displayed.	PC	Check if the document list function is set to “ON”.	Set the function to “ON” in the function setting dialog box of OfficeBridge Admin Tools.

(*** indicates your machine’s model name, ex.“MFX-2050/F-565” or “MFX-1450/F-525”)

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Phenomenon	Device to check	Check point	Countermeasure
Received fax documents are not forwarded.	PC	Check if the forwarding condition settings of received documents are correct.	Set the correct forwarding condition in the “Received fax forwarding setting” dialog box of OfficeBridge Admin Tools.
	Machine	Check if the power is ON.	Turn ON the power.
Forwarded documents are not printing.	PC	Check if the print setting of forwarded documents is ON.	Set the print setting for forwarded documents in the “Received fax forwarding setting” dialog box of OfficeBridge Admin Tools.
	Machine	Check if the power is ON.	Turn ON the power.
Scanned documents are not forwarded.	PC	Check to make sure you’ve selected the correct user from the control panel.	Select a correct user.
Cannot import a scanned document into the application software.	PC	Check if “Muratec OB TWAIN Connector” is installed.	If “Muratec OB TWAIN Connector” is not installed, you cannot import a scanned document in the application software. Exit OfficeBridge and install “Muratec OB TWAIN Connector”.
		Check if “Muratec OB TWAIN Connector” is set as import device.	Set the import application software to “Muratec OB TWAIN Connector”.

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Printing errors

Phenomenon	Device to check	Check point	Countermeasure
Cannot print a document	PC	Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network card (LAN card) is damaged.	Replace the network card.
		Check to make sure that the system memory is sufficient.	· Make sure you have the required memory space available on your PC. If not, please add memory. · If multiple software applications or unnecessary resident software are running, exit them.
	Machine	Check if the power is ON.	Turn ON the power.
		Check if paper is loaded.	Load paper properly.
		Check if the drum cartridge or toner cartridge is installed.	Install the drum cartridge or toner cartridge correctly.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network settings are correct.	Configure the network settings correctly (refer to page 1-5).
	Network peripheral devices (ex. LAN hub, router)	Check if the power is ON.	Turn ON the power.
		Check if the LAN cable is connected.	Check the LAN cable connection and connect correctly.
		Check if the LAN cable is damaged.	Replace the LAN cable.
		Check if the network peripheral device is damaged.	Connect the LAN cable to another port on the device and make sure it operates correctly. If it fails to operate, please replace the device.
		Check if the network settings are correct.	Refer to the operational manual of the device and configure the network settings correctly.
	Setting	Check that your PC information is registered in "User Registration" field. (When the "User Access / Cost Accounting" setting for Print Mode is active, the machine does not print the document created by a OfficeBridge user without "PC Information".)	See "User Registration" on page 3-3 and enter the "PC Information" of the user. To check whether the "User Access / Cost Accounting" setting for Print Mode is active, press <Setting>, [List], [Settings List], [System Settings] and [Yes] to print out the machine's settings, and check that "Print" underneath "User Access / Cost Accounting" is set ON.

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Phenomenon	Device to check	Check point	Countermeasure
A document created with the specified application software cannot be printed.	PC	Check if “Muratec ***” is installed.	Otherwise, you cannot print a document created with the specified application software. Exit OfficeBridge and install “Muratec ***”.
		Check if “Muratec ***” is selected.	From the print menu of the application software, set the printer to “Muratec ***”.
A document created with the specified application software is not printing properly.	PC	Check if the paper size or direction you set in the application software is given priority.	The settings in the application software may be given priority to the ones in the printer driver for printing. Configure the correct settings on the application software.
		Check if the memory required for printing is sufficient.	If trying to print multiple copies, try to print one at a time.
		Check if the memory required for printing is sufficient.	Set the image resolution lower. Simplify the image to decrease the file size.
A document is not printing properly	PC	Check if the spool settings of the printer driver are correct.	Change the spool data format of the printer driver from “EMF mode” to “RAW mode”.
Cannot select items on the printer driver	PC	—	Some functions may not be combined. Areas displayed in gray cannot be selected.
Documents set in a work group in Microsoft Excel are not printing properly	PC	Check if each worksheet in Microsoft Excel has the same settings in “Page Settings” and printer driver settings.	When you set some worksheets in a workgroup in Microsoft Excel and print them, you need the same settings in both “Page Settings” and “printer driver settings” for each worksheet.

(*** indicates your machine’s model name, ex.“MFX-2050/F-565” or “MFX-1450/F-525”)

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Muratec OB InfoMonitor errors

Phenomenon	Device to check	Check point	Countermeasure
Users are not being notified of new document arrivals.	PC	Check if "Muratec OB InfoMonitor" is running.	If "Muratec OB InfoMonitor" is not running, users will not be notified if a new document arrives. Please start "Muratec OB InfoMonitor".
		Check if the IP address is entered correctly.	Make sure the IP address is the correct OfficeBridge IP address in the "OfficeBridge Settings" dialog box of "Muratec OB InfoMonitor".
		Check if a correct user is selected.	Register a user correctly in the "User Settings" dialog box of "Muratec OB InfoMonitor".
		Check if the notification settings for newly arrived documents are configured correctly.	Set the notification type correctly in the "Notification Settings" dialog box of "Muratec OB InfoMonitor".
		Check if the popup display is set to ON.	Right-click the task tray icon of "Muratec OB InfoMonitor" and check if "View popups" is selected.
		Check if the connection to "Muratec OB InfoMonitor" is not rejected in virus scan software or security software settings.	Set the port number (60000) of "Muratec OB InfoMonitor" to the excluded range of virus scan software or security software.
		Check if the connection to "Muratec OB InfoMonitor" is not rejected in the firewall settings.	Set the port number (60000) of "Muratec OB InfoMonitor" to the excluded range of firewall.

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Muratec OB Document Download Manager errors

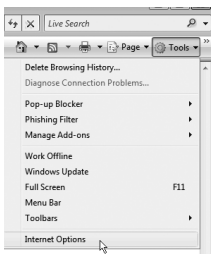
Phenomenon	Device to check	Check point	Countermeasure
Cannot download a document	PC	Check if "Muratec OB Document Download Manager" is running.	If "Muratec OB Document Download Manager" is not running, you cannot download. Start up "Muratec OB Document Download Manager".
		Check if the IP address is entered correctly.	Make sure the IP address is the correct OfficeBridge IP address in the "OfficeBridge settings" dialog box of "Muratec OB Document Download Manager".
		Check if a correct user is selected.	Register a user correctly in the "User settings" dialog box of "Muratec OB Document Download Manager".
		Check if a download task is created.	Create a download task in the "Download Utility – Console" dialog box of "Muratec OB Document Download Manager".
		Check if "Muratec OB Document Download Manager" on other PCs has the setting of automatic document deletion after downloading a document.	Release the setting of automatic document deletion after downloading a document on other PCs.

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For Internet Explorer 7 users

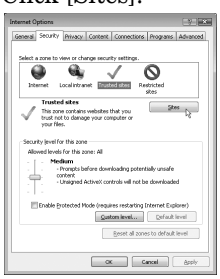
When you are using Internet Explorer 7 (IE7) please change the security setting to view the resident web page or open a scanned image on OfficeBridge. (The images are based on Vista.)

1 Open Internet Explorer, and click the "Tools" button, and then click "Internet Options".



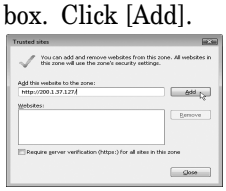
2 Click the "Security" tab, and then click the "Trusted sites".

3 Click [Sites].



4 Enter your machine IP address "http://xxx.xxx.xxx.xxx" in the "Add this website to the zone" field.

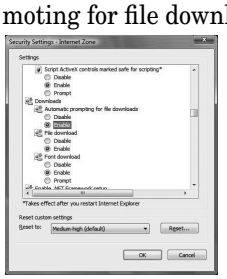
5 Clear the "Require server verification (https:) for all sites in this zone" check box. Click [Add].



6 Click [Close].

7 Click [Custom level...].

8 Scroll down the "Download" section, and select "Enable" under "Automatic promoting for file downloads". Click [OK].



9 Click [Yes].

10 Click [OK].

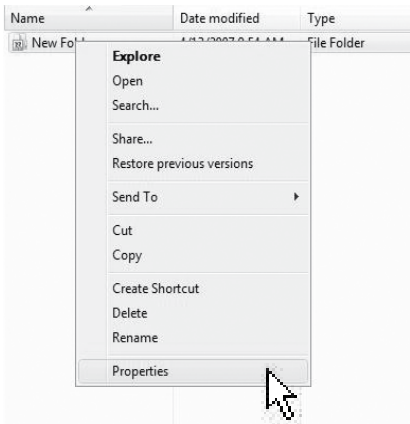
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Creating a shared folder

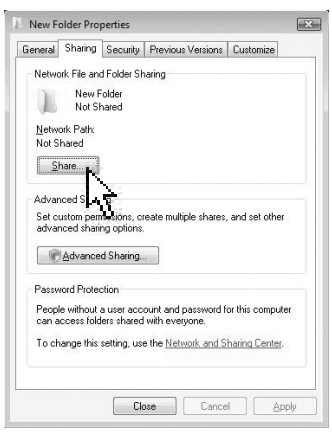
To use ”Scan to folder” or “Scan to printer”, you will need to set up a shared folder. For more information how to share a folder, refer to the Windows “help”.

Windows Vista

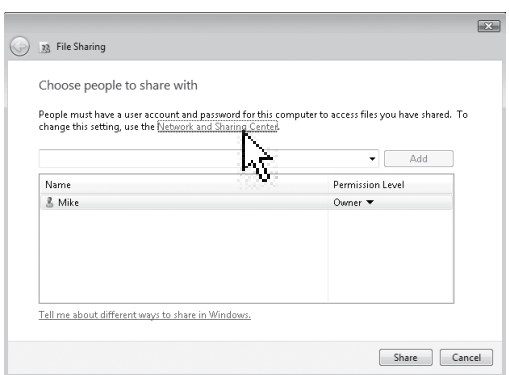
1 Right click the folder, and select “Properties”.



2 Click the “Sharing” tab, and select [Share].

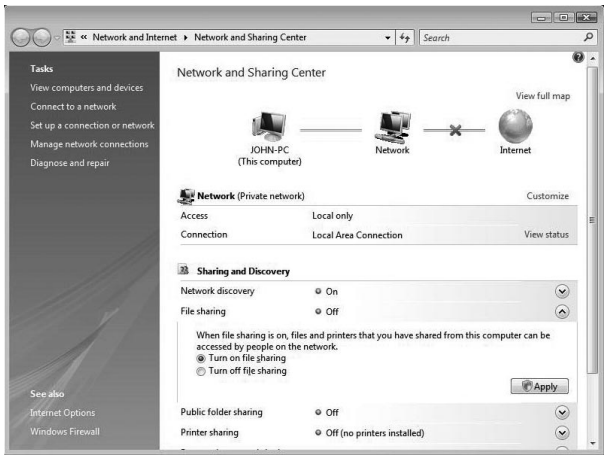


3 Click “Network and Sharing Center”.



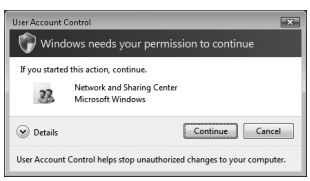
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4 Under “File sharing”, select “Turn on file sharing”. And then click [Apply].



NOTE

When the “User Account Control” dialog box appears, type an administrator password or provide confirmation.

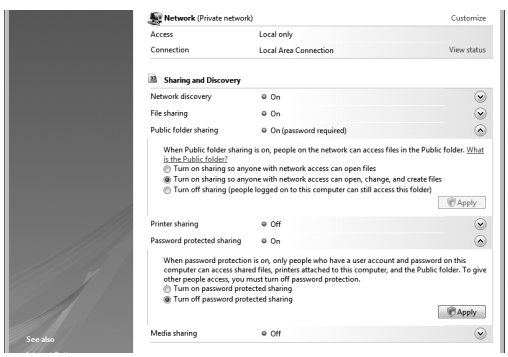


(When you log on as an administrator)



(When you log on as a standard user)

5 When the “Password protected sharing” is “On”, select “Turn off password protected sharing” then click [Apply].



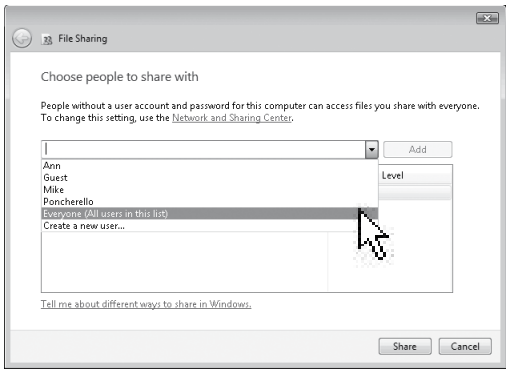
NOTE

When the “User Account Control” dialog box appears, type an administrator password or provide confirmation.

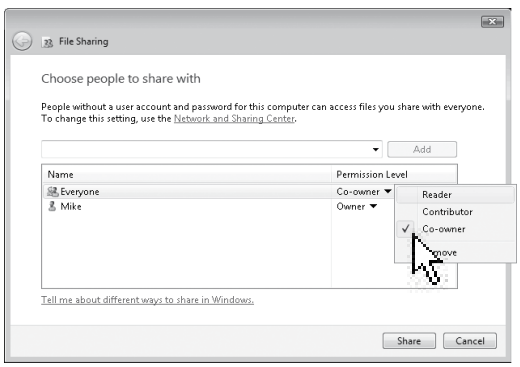
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6 Close the “Network and Sharing Center” dialog box.

7 Select “Everyone (All users in this list)” from the list, and click [Add].



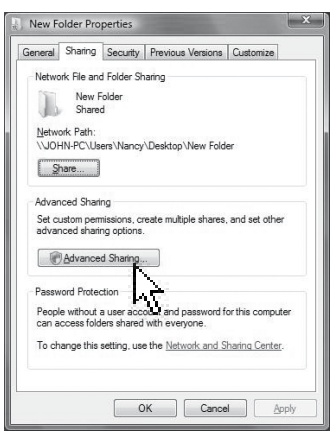
8 Change the “Permission Level” to “Co-owner”.



9 Click [Share].

10 Click [Done].

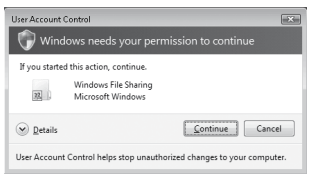
11 Click the “Sharing” tab, and select [Advanced Sharing...].



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NOTE

When the "User Account Control" dialog box appears, type an administrator password or provide confirmation.

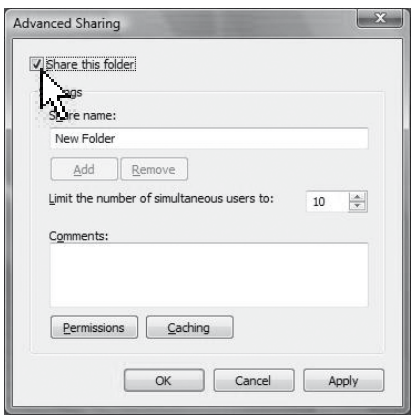


(When you log on as an administrator)

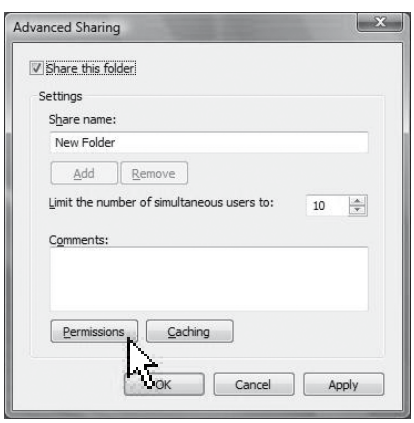


(When you log on as a standard user)

12 Check "Share this folder".

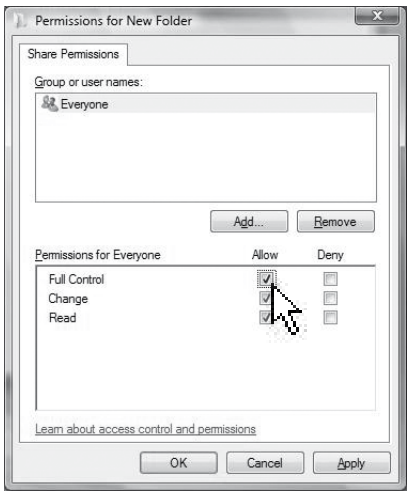


13 Click [Permission].



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14 Select “Everyone” as “Group or user names”, and allow “Full Control”.

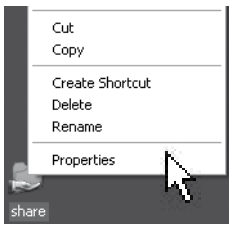


15 Click [OK].

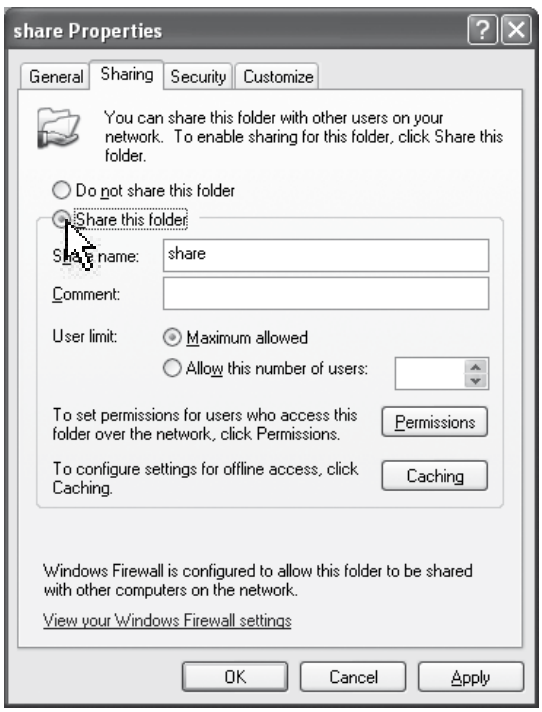
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Windows XP Professional / Windows 2000

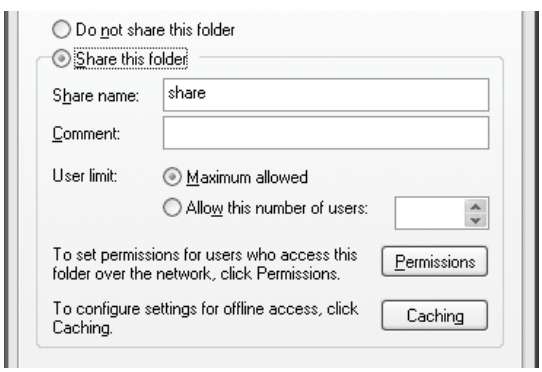
1 Right click the folder and select “Properties”.



2 Click the “Sharing” tab, and select “Share this folder”.
If a screen other than the one listed below appears, refer to page 6-19.

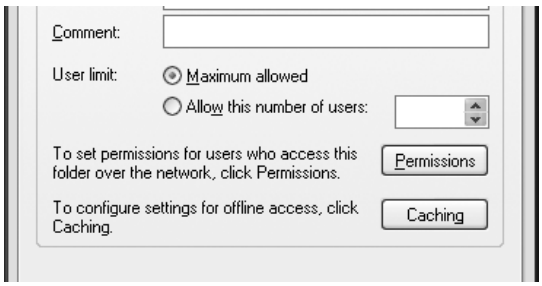


3 Enter a name for the folder.

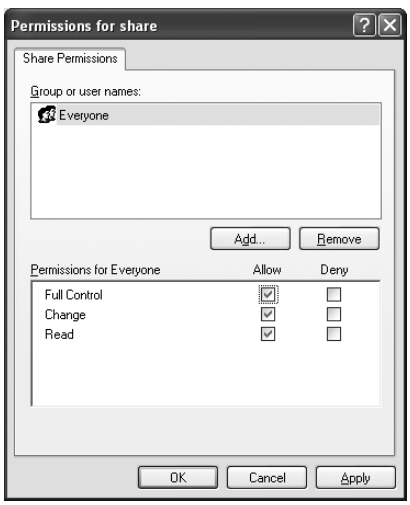


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4 Click [Permissions].



5 Click the check box next to “Full Control” in “Permission for Everyone”.



6 Click [OK].

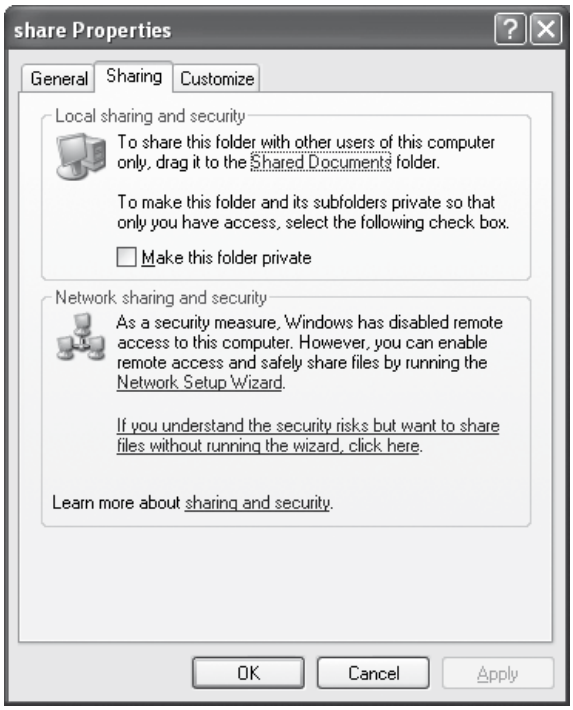
7 Click [OK] again.

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Windows XP Professional (Quick setting)

1 Right click the folder to setup and select “Properties”.

2 Click the “Sharing” tab, and then “If you understand the security risks...”.



3 Select “Just enable file sharing” and click [OK].



4 Click “Share this folder on the network”.

5 Enter a name for the folder.

6 Click “Allow network users to change my files”.



7 Click [OK].

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